

Microsoft Office Excel 2007: Basic

- **Course Length:** 1 Day

Course Overview

This course teaches the basic functions and features of Excel 2007. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

For comprehensive certification training, students should complete Excel 2007: Basic, Intermediate, and Advanced.

Course Overview

<u>Course Introduction</u>	3m
<u>Unit 01 - Getting Started</u>	35m
Topic A: Spreadsheet Terminology	
Spreadsheet Components	
Topic B: Exploring the Excel Window	
Excel Window Components	
The Cells Styles Gallery	
Tabs, Groups, and Live Preview	
Demo - B-1: Examining Excel Window Components	
Topic C: Getting Help	
An Excel Help Topic	
Demo - C-1: Using Help	
Topic D: Navigating Workbooks	
The Open Dialog Box	
Demo - D-1: Navigating a Worksheet	
Unit 01 Review	
<u>Unit 02 - Entering and Editing Data</u>	36m
Topic A: Entering and Editing Text and Values	
A Spreadsheet with Text and Values	
Demo - A-1: Entering Text and Values	
Editing Text and Values	
Demo - A-2: Editing Text	

Entering Months with AutoFill

Demo - A-3: Using AutoFill to Fill a Series

Topic B: Entering and Editing Formulas

Formulas

Operators

Entering Formulas

Demo - B-1: Entering a Formula by Typing

Entering References with the Mouse

Demo - B-2: Entering Cell References with the Mouse

Demo - B-3: Editing a Formula

Topic C: Working with Pictures

Worksheet with a Picture

Inserting a Picture

Demo - C-1: Inserting and Modifying a Picture

Topic D: Saving and Updating Workbooks

Saving Workbooks

The Save As Dialog Box

Demo - D-1: Saving a Workbook

Demo - D-2: Changing and Updating a Workbook

Demo - D-3: Using the Compatibility Checker

Unit 02 Review

Unit 03 - Modifying a Worksheet

31m

Topic A: Moving and Copying Data

Moving Data in Worksheets

Demo - A-1: Moving Data in a Worksheet

Copying Data in Worksheets

Demo - A-2: Copying Data in a Worksheet

Using Drag-and-drop to Move Data

Using Drag-and-drop to Copy Data

Demo - A-3: Moving and Copying Data by Using Drag-and-drop

The Office Clipboard

View the Clipboard Task Pane

Demo - A-4: Copying Data by Using the Clipboard

Topic B: Moving and Copying Formulas

Formulas

Shortcut Menus

Demo - B-1: Moving a Formula

Relative References

Demo - B-2: Copying a Formula

Demo - B-3: Using AutoFill to Copy a Formula

Topic C: Absolute and Relative References

Demo - C-1: Observing the Limitations of Relative References

Absolute References

Mixed References

Demo - C-2: Using Absolute References

Topic D: Inserting and Deleting Ranges, Rows, and Columns

Inserting Ranges

Demo - D-1: Inserting a Range

Inserting Rows or Columns

Demo - D-2: Inserting a Range

Deleting Ranges

Demo - D-3: Deleting a Range

Unit 03 Review

Unit 04 - Using Functions

27m

Topic A: Entering Functions

Function

Arguments

Range References

Trace Error Button

Syntax Errors

Demo - A-1: Entering a SUM Function

Demo - A-2: Using the Mouse to Enter a Function Argument

Inserting Functions

Function Arguments Dialog Box

Demo - A-3: Inserting a SUM Function

Topic B: AutoSum

AutoSum Button

Demo - B-1: Using the AutoSum Button

Topic C: Other Useful Functions

AVERAGE Function

Demo - C-1: Using AVERAGE

MIN Function

Demo - C-2: Using MIN

MAX Function

Demo - C-3: Using MAX

COUNT Function

Demo - C-4: Using COUNT and COUNTA

Unit 04 Review

Unit 05 - Formatting Worksheets

38m

Topic A: Formatting Text

Demo - A-1: Using the Font Group to Format Text

Selecting Non-contiguous Ranges

Demo - A-2: Formatting Non-contiguous Ranges

Format Cells: Font Tab

Demo - A-3: Using the Format Cells Dialog Box to Format Text

Topic B: Formatting Rows and Columns

Column Width and Row Height

Demo - B-1: Changing Column Width and Row Height

Demo - B-2: Applying Color to a Row

The Merge & Center Button

Demo - B-3: Setting Alignment

The Border Tab

Demo - B-4: Applying Borders to Ranges

Using the Border-drawing Pencil

Demo - B-5: Using the Border-drawing Pencil

Demo - B-6: Using the Paste Special Option

Demo - B-7: Removing a Border

Topic C: Formatting Numbers

Number Formatting

Demo - C-1: Using the Number Group to Format Numbers

The Number Tab

Demo - C-2: Exploring the Number Tab

Topic D: Conditional Formatting

Conditional Formatting Options

New Formatting Rule Dialog Box

Demo - D-1: Creating a Conditional Format

Demo - D-2: Editing and Deleting a Conditional Format

Topic E: Copying Formats and Applying Table Formats

Copy and Clear Formats

Demo - E-1: Copying Formats

Demo - E-2: Using AutoFill to Copy a Format

Applying a Cell Style

Cell Styles

Table Formats

Demo - E-3: Applying Cell and Table Styles

Demo - E-4: Using Find and Replace to Change Cell Formats

Unit 05 Review

Unit 06 - Printing

22m

Topic A: Preparing to Print

Using the Spelling Checker

Demo - A-1: Checking Spelling in a Worksheet

Demo - A-2: Using the Research Task Pane
Using the Replace Command

Demo - A-3: Finding and Replacing Text
Page Layout View

Demo - A-4: Previewing a Worksheet

Topic B: Page Setup Options

Demo - B-1: Setting Page Orientation
Setting Custom Margins

Demo - B-2: Setting Margins

Demo - B-3: Creating and Editing Headers and Footers
Controlling Sheet Options

Demo - B-4: Hiding Gridlines and Headings

Topic C: Printing Worksheets

The Print Dialog Box

Printing a Selection

Demo - C-1: Printing a Worksheet

Working with the Print Area

Demo - C-2: Working with the Print Area

Unit 06 Review

Unit 07 - Creating Charts

20m

Topic A: Chart Basics

Creating Charts

Demo - A-1: Creating a Chart

Demo - A-2: Moving a Chart Within a Workbook

Chart Elements

Demo - A-3: Examining Chart Elements

Demo - A-4: Using an Embedded Chart

Topic B: Modifying Charts

Changing the Chart Type

Demo - B-1: Changing a Chart Type

Demo - B-2: Applying Quick Layouts and Quick Styles

Adding Axis Labels

Demo - B-3: Formatting Chart Elements

Demo - B-4: Modifying an Embedded Chart

Topic C: Printing Charts

The Chart Tab

Demo - C-1: Printing a Chart

Unit 07 Review

Unit 08 - Managing Large Workbooks

27m

Topic A: Viewing Large Worksheets

Freezing Rows and/or Columns

Demo - A-1: Using the Freeze Panes Command

Splitting a Worksheet into Panes

Demo - A-2: Splitting a Worksheet into Panes
Hiding a Column
Unhiding Columns
Hiding a Worksheet
Hidden Columns
Demo - A-3: Hiding and Unhiding Columns and Worksheets
Demo - A-4: Minimizing the Ribbon

Topic B: Printing Large Worksheets

Setting Print Titles
Demo - B-1: Setting Print Titles
Page Break Preview
Demo - B-2: Adjusting Page Breaks

Topic C: Using Multiple Worksheets

Demo - C-1: Navigating Between Worksheets
Renaming a Worksheet
Color-coded Sheet Tabs
Demo - C-2: Naming Worksheets and Coloring Tabs
Inserting a Worksheet
Moving a Worksheet
Deleting a Worksheet
Demo - C-3: Working with Multiple Worksheets
Printing Multiple Worksheets
Demo - C-4: Previewing and Printing Multiple Worksheets
Unit 08 Review
Course Closure

Total Duration: 3h 59m