

Microsoft Office Excel 2007 Introduction

Tuition: \$225 6 Hours

Prerequisite:

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course: Windows XP



Course Description:

In this course, you will use Microsoft® Office Excel® 2007 to manage, edit, and print data.

Course Content

Creating a Basic Worksheet

- Explore the User Interface and the Ribbon
- Navigate and Select in Excel
- Obtain Help
- Enter Data and Save a Workbook
- Customize the Quick Access Toolbar

Performing Calculations

- Create Basic Formulas
- Calculate with Functions
- Copy Formulas and Functions

Modifying a Worksheet

- Manipulate Data
- Insert and Delete Cells, Columns, and Rows
- Search for Data in a Worksheet
- Spell Check a Worksheet

Formatting a Worksheet

- Modify Fonts
- Add Borders and Color to Cells
- Change Column Width and Row Height
- Apply Number Formats
- Position Cell Contents
- Apply Cell Styles

Printing Workbook Contents

- Print Workbook Contents Using Default Print Options
- Set Print Options
- Set Page Breaks

Managing Large Workbooks

- Format Worksheet Tabs
- Manage Worksheets in a Workbook
- Manage the View of Large Worksheets