



Microsoft Office Excel 2007: Level 1 (Second Edition)

Course Specifications

Course length: 1 day, 8:30 am – 4:30 pm with an hour break for lunch

Standard rate: \$160/student, call (406) 256-5700 for group discounts and Entré Partner pricing

Course Description

You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format.

Course Objective: You will create and edit basic Microsoft® Office Excel® 2007 worksheets and workbooks.

Target Student: This course is designed for people preparing for certification as a Microsoft Certified Application Specialist in Excel, who already have knowledge of Microsoft® Office, Windows® 2000 (or above), and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Office Excel 2007 worksheets.

Prerequisites: 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 Professional: Level 1
- Windows XP Professional: Level 2
- Windows XP: Introduction
- Windows 2000: Introduction

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- explore the Microsoft® Office Excel® 2007 environment and create a basic worksheet.
- perform calculations.
- modify a worksheet.
- format a worksheet.
- print workbook contents.
- manage large workbooks.

Course Content

Lesson 1: Creating a Basic Worksheet

- Topic 1A: Explore the User Interface and the Ribbon
- Topic 1B: Navigate and Select in Excel
- Topic 1C: Obtain Help
- Topic 1D: Enter Data and Save a Workbook
- Topic 1E: Customize the Quick Access Toolbar

Lesson 2: Performing Calculations

- Topic 2A: Create Basic Formulas
- Topic 2B: Calculate with Functions
- Topic 2C: Copy Formulas and Functions

Lesson 3: Modifying a Worksheet

- Topic 3A: Manipulate Data
- Topic 3B: Insert and Delete Cells, Columns, and Rows
- Topic 3C: Search for Data in a Worksheet
- Topic 3D: Spell Check a Worksheet

Lesson 4: Formatting a Worksheet

- Topic 4A: Modify Fonts
- Topic 4B: Add Borders and Color to Cells
- Topic 4C: Change Column Width and Row Height
- Topic 4D: Apply Number Formats
- Topic 4E: Position Cell Contents
- Topic 4F: Apply Cell Styles

Lesson 5: Printing Workbook Contents

- Topic 5A: Print Workbook Contents Using Default Print Options
- Topic 5B: Set Print Options
- Topic 5C: Set Page Breaks

Lesson 6: Managing Large Workbooks

- Topic 6A: Format Worksheet Tabs
- Topic 6B: Manage Worksheets in a Workbook
- Topic 6C: Manage the View of Large Worksheets