

Microsoft Excel 2007 (Basic)

Course Outline

Lesson 1: Creating a Basic Worksheet

- Getting to know the User Interface and the Ribbon
- Navigate in Excel
- Enter Data and Save a Workbook
- Customize the Quick Access Toolbar
- Getting Help

Lesson 2: Performing Calculations

- Working with Basic Formulas
- Using Functions
- Copy Formulas and Functions

Lesson 3: Modifying a Worksheet

- Insert and Delete Cells, Columns, and Rows
- Change Column Width and Row Height
- Spell Check a Worksheet

Lesson 4: Formatting a Worksheet

- Modify Fonts
- Add Borders and Color to Cells
- Working with Number Formats
- Position Cell Contents
- Apply Cell Styles

Lesson 5: Printing

- Printing with Default Print Options
- Set Print Options
- Set Page Breaks

Lesson 6: Working with Large Workbooks

- Different Views of Large Worksheets
- Manage Worksheets in a Workbook
- Worksheet Tabs