



Microsoft® Office Excel® 2007: Level 1

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

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