



## Microsoft® Office Excel® 2007: Level 1

**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.

### 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 Colour 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