

Course EXC0701: Microsoft Excel 2007 – Basic Level

One day, instructor-led

Pre-requisites:

- None

Course Outline:

Unit 1: Getting Started

- Spreadsheet Terminology
- Exploring the Excel Window
- Navigating Workbooks

Unit 2: Entering and Editing Data

- Entering and Editing Text and Values
- Entering and Editing Formulas
- Saving and Updating Workbooks

Unit 3: Modifying a Worksheet

- Moving / Copying Data and Formula
- Absolute and Relative References
- Inserting / Deleting Ranges

Unit 4: Using Functions

- Entering Functions
- AutoSum
- Other Useful Functions

Unit 5: Formatting Worksheets

- Formatting Text and Numbers
- Formatting Rows and Columns
- Basic Conditional Formatting

Unit 6: Printing

- Preparing to Print
- Page Setup Options
- Printing Worksheets

Unit 7: Creating Charts

- Chart Basics
- Modifying Charts
- Printing Charts

Unit 8: Managing Large Workbooks

- Viewing Large Worksheets
- Printing Large Worksheets
- Using Multiple Worksheets

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes