

# Excel 2007 - Level 1 - Class Outline

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## Excel 2007 - Level 1

### **Duration:**

Traditional Instructor Led Learning - 1.00 Day(s)

Online Anytime - Self Paced

Online Live - 1.00 Sessions

Mentored Learning - Flexible

### **Overview:**

In this course, students create and edit basic Microsoft® Office Excel® 2007 worksheets and workbooks. (Second Edition)

### **Who Should Attend:**

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.

### **At Course Completion:**

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.

### **Prerequisite(s) or equivalent knowledge:**

[Windows XP \(New Version\) - Level 1](#)

### **Outline:**

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#### **Lesson 1:** Creating a Basic Worksheet

Explore the User Interface and the Ribbon

Navigate and Select in Excel

Obtain Help

Enter Data and Save a Workbook

Customize the Quick Access Toolbar

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#### **Lesson 2:** Performing Calculations

Create Basic Formulas

Calculate with Functions

Copy Formulas and Functions

#### **Lesson 3:** Modifying a Worksheet

- Manipulate Data
- Insert and Delete Cells, Columns, and Rows
- Search for Data in a Worksheet
- Spell Check a Worksheet

**Lesson 4:** Formatting a Worksheet

- Modify Fonts
- Add Borders and Color to Cells
- Change Column Width and Row Height
- Apply Number Formats
- Position Cell Contents
- Apply Cell Styles

**Lesson 5:** Printing Workbook Contents

- Print Workbook Contents Using Default Print Options
- Set Print Options
- Set Page Breaks

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**Lesson 6:** Managing Large Workbooks

- Format Worksheet Tabs
- Manage Worksheets in a Workbook
- Manage the View of Large Worksheets