



551 W. Dimond Blvd
Anchorage, AK 99515
(907) 267-4216

MICROSOFT® OFFICE EXCEL® 2007: LEVEL 1

Course Description: You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel® 2007 to manage, edit, and print data.

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