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Course 50123A: Learn Microsoft Office Excel 2007 Step by Step, Level 1

Length – 1 day

Before attending this course, students must have:

- Basic computer knowledge, such as keyboard and mouse skills.
- Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows Vista.

At Course Completion

After completing this course, students will be able to:

- Become familiar with the new user interface.
- Create workbooks.
- Modify workbooks.
- Customize the Excel 2007 program window.
- Enter and revise data.
- Modify worksheets.
- Move data within a workbook.
- Find and replace data.
- Correct and expand upon worksheet data.
- Format cells.
- Define styles.
- Apply workbook themes and table styles.
- Make numbers easier to read.
- Create charts.
- Define a table.
- Name groups of data.
- Create formulas to calculate values.
- Add headers and footers to printed pages.
- Prepare worksheets for printing.



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Course Outline

Module 1: Introduction to Excel 2007

This module discusses the new Excel interface and explains how to work with workbooks, including how to create and modify them. It also explains how to customize the Excel program window to suit your needs.

Lessons

- Becoming Familiar with the New User Interface
- Creating Workbooks
- Modifying Workbooks
- Customizing the Excel 2007 Program Window

Lab : Introduction to Excel 2007

- Create and save a new workbook, save a workbook with a new name, and work with properties.
- Insert, rename, move, hide, copy, and delete sheets.
- Change zoom level, zoom in on a range, switch and cascade workbooks, and add a button to the Quick Access Toolbar.

After completing this module, students will be able to:

- Create and save workbooks.
- Work with workbook properties.
- Change the number, position, and names of sheets in a workbook.
- Tailor the Excel program to meet their needs.

Module 2: Data

This module explains how to enter and edit worksheet data, rearrange data, find and replace specific information, and use tools to check spelling, find synonyms, and translate words.

Lessons

- Entering and Revising Data
- Modifying Worksheets
- Moving Data Within a Workbook
- Finding and Replacing Data
- Correcting and Expanding Upon Worksheet Data



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Lab : Data

- Enter data in different ways, including filling a data series.
- Insert columns, rows, and cells; and delete and move cells and groups of cells.
- Copy column headers, move a column of data, and choose how data is pasted.
- Find a specific value, replace every occurrence, and find a cell with specific formatting.
- Check spelling, search for synonyms, and translate a word.

After completing this module, students will be able to:

- Enter and modify worksheet content.
- Move data within the same worksheet and from one worksheet to another.
- Ensure that terms are used consistently throughout a worksheet.
- Ensure that text data is spelled correctly.
- Use words with precise meanings, as well as work with other languages.

Module 3: Formatting

This module explains how to format data, cells, and cell ranges; create and apply styles such as table styles and themes; and make data easier to read.

Lessons

- Formatting Cells
- Defining Styles
- Applying Workbook Themes and Table Styles
- Making Numbers Easier to Read

Lab : Formatting

- Change the formatting of data, and add a border and fill color to a cell range.
- Create a style, apply the new style, and use the Format Painter.
- Create a table style, and apply it to a table; and create and apply a theme.
- Assign date, phone number, and currency formats to cells.

After completing this module, students will be able to:

- Format cells by adding borders and shading.
- Store and apply sets of formatting as a style.
- Copy formatting by using the Format Painter.
- Format entire worksheets with themes, and format data lists with table styles.
- Assign formats to numbers to make them easier to read.



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Module 4: Charts and Data Tables

This module explains how to create and modify charts and data tables.

Lessons

- Creating Charts
- Defining a Table

Lab : Charts and Data Tables

- Create, modify, and move a chart first within the worksheet and then to its own chart sheet.
- Create a data table, add data, summarize the data, and rename the table.

After completing this module, students will be able to:

- Create, plot, resize, and move charts.
- Create and modify data tables.

Module 5: Calculations This module explains how to create named ranges and how to create and edit formulas. **Lessons**

- Naming Groups of Data
- Creating Formulas to Calculate Values

Lab : Calculations

- Assign range names.
- Create and edit formulas that use table references, relative references, and absolute references.

After completing this module, students will be able to:

- Create and use named ranges.
- Perform calculations that use formulas and reference cells in various ways.

Module 6: Printing This module explains how to add headers and footers to printed pages and how to preview and set up a worksheet for printing. **Lessons**

- Adding Headers and Footers to Printed Pages
- Preparing Worksheets for Printing

Lab : Printing

- Create a custom header and a footer containing a graphic.
- Preview a worksheet; change its margins, orientation, size, page breaks, and page printing order.