

Excel 2007 - Level 1

Course Outline

This course covers the essential concepts of Excel 2007 and spreadsheets, including guidance on how to use the new Excel interface, and topics helping you to create a spreadsheet from scratch. It concentrates on starting Excel, using and customizing the interface, worksheets, basic workbook skills, ranges, simple formulas, copying and moving data, and printing.

This course also deals with page layout, formatting, working with columns and rows, automatic formatting and styles, and getting help.

Prerequisites:

An understanding of Windows

Objectives:

- Explore Excel
- Use basic workbook skills
- Work with ranges
- Create simple formulas
- Copy and move data
- Print
- Use page layout
- Format numbers
- Format text
- Work with columns and rows
- Format cells
- Use automatic formatting and styles
- Get help