



Approved Courseware

# Microsoft® Office **Excel** 2007

Courseware #: 3131

Exam 77-602

## Course Description

*Microsoft® Office Excel 2007* teaches the new information worker how to work with worksheets and workbooks to analyze data using a variety of features to create, modify and format common business reports such as budgets, inventory reports, invoices, and charts. This course is designed for those people who require the skills necessary to use a spreadsheet program on a daily basis to manage and audit numerical reports.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for a Microsoft Certified Application Specialist Exam #77-602.

## Course Length

The Microsoft Business Certification Series can adapt to meet various course length requirements. There are two types of exercises in this book: Learn the Skill and Practice the Skill (refer to the Conventions and Graphics section to identify the different icons used for each type).

For the shortest course lengths, students can perform just the Learn the Skill exercises.

For longer course lengths, students can complete both the Learn the Skill and Practice the Skill exercises.

Instructors should refer to the Instructor Resources for this book to learn more about how the material can be adapted.

## Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows Level 1* course or have equivalent Microsoft Windows knowledge and experience.

Students who wish to become proficient using the features of *Microsoft Office Excel 2007* will benefit from taking this course.

# Microsoft® Office Excel 2007

## Course Objectives

After completing this course, you will be able to:

- ↻ understand how Microsoft Office Excel handles numerical information for analysis or tracking purposes
- ↻ identify and work with the screen, Screen Tips, the Ribbon, and the Quick Access toolbar
- ↻ create, edit, save, open, and close workbooks
- ↻ select cells for further action such as formatting, deleting, copying and pasting
- ↻ change the view mode for specific types of editing tasks
- ↻ create and edit simple and more complex formulas
- ↻ apply text and numeric formatting options
- ↻ control the data flow using appropriate page breaks
- ↻ set headers and footers for a worksheet
- ↻ change margins, orientation, or layout for printing a worksheet
- ↻ preview and print worksheets or workbook
- ↻ create, edit, and format simple charts
- ↻ use a variety of advanced functions to find and calculate information or data
- ↻ insert, modify and format clip art images, pictures, and shapes
- ↻ customize charts
- ↻ audit worksheets
- ↻ work with database functions in Excel
- ↻ sort data
- ↻ work with named ranges
- ↻ use AutoFill to copy or fill data
- ↻ find and replace specific types of data
- ↻ consolidate or summarize data
- ↻ group or outline data
- ↻ convert text to columns
- ↻ use AutoFill to set up a series of data
- ↻ find and replace data in a worksheet
- ↻ use Paste Special to create different types of data
- ↻ create groups and subtotals from the data in the worksheet
- ↻ convert text to columnar formats
- ↻ validate data and remove duplicate rows of data
- ↻ use pick lists
- ↻ working with existing templates, or create your own template
- ↻ create, modify or remove a hyperlink
- ↻ save a worksheet or a range of cells in a HTML format
- ↻ publish a worksheet to the Internet
- ↻ work with shared workbooks including adding protection or tracking changes
- ↻ changing workbook properties and using the Document Inspector appropriately
- ↻ set up a what-if scenario with a worksheet
- ↻ use the Goal Seeking and Solver tool
- ↻ work with a single or two variable data table
- ↻ create and modify PivotTables or PivotCharts

# Microsoft® Office Excel 2007

## Course Outline

### About This Courseware

Courseware Description  
Course Design  
Course Objectives  
Conventions and Graphics

### Lesson 1: Introducing Excel

Lesson Objectives  
What is an Electronic Spreadsheet?  
Looking at the Excel Screen  
Understanding the Ribbon User Interface  
Creating a New Blank Workbook  
Entering Data in a Worksheet  
Selecting Cells  
Lesson Summary  
Review Questions

### Lesson 2: Manipulating Items

Lesson Objectives  
Copying and Moving Data  
Adjusting the Columns and Rows  
Inserting and Deleting Rows and Columns  
Managing Worksheets  
Lesson Summary  
Review Questions

### Lesson 3: Using Formulas

Lesson Objectives  
Creating and Editing Simple Formulas  
Using Common Functions with Cell Ranges  
Using Absolute and Relative Cell References  
Displaying and Printing Formulas  
Lesson Summary  
Review Questions

### Lesson 4: Formatting the Worksheet

Lesson Objectives  
Formatting a Cell  
Clearing Cell Contents and Formatting  
Formatting Worksheets  
Lesson Summary  
Review Questions

### Lesson 5: Preparing to Print

Lesson Objectives  
Changing Views  
Previewing Worksheets  
Adding and Previewing Page Breaks  
Customizing the Printout  
Adjusting the Margins  
Printing the Worksheet  
Lesson Summary  
Review Questions

### Lesson 6: Working with Charts

Lesson Objectives  
Creating a Basic Chart  
Changing Chart Types  
Working with Pie Charts  
Changing the Chart Layout  
Moving and Resizing Charts  
Printing Charts  
Lesson Summary  
Review Questions

### Lesson 7: Using Functions

Lesson Objectives  
What are Functions?  
Using Math and Trigonometric Functions  
Using Statistical Functions  
Working with Financial Functions  
Using Logical Functions  
Using Date and Time Functions  
Using Text Functions  
Using Information Functions  
Using Advanced Functions  
Lesson Summary  
Review Questions

### Lesson 8: Working with Illustrations

Lesson Objectives  
Drawing Shapes  
Using SmartArt Graphics  
Modifying Drawing Objects  
Lesson Summary  
Review Questions

### Lesson 9: Customized Charts

Lesson Objectives  
Customizing Charts  
Using Trendlines  
Auditing a Worksheet  
Lesson Summary  
Review Questions

### Lesson 10: Customized Formatting

Lesson Objectives  
Aligning the Cell Contents  
Using the Format Painter  
Hiding/Unhiding Data  
Using Cell Styles  
Looking at Custom Cell Formats  
Applying Conditional Formatting  
Lesson Summary  
Review Questions

### Lesson 11: Working with Tables

Lesson Objectives  
Using Tables  
Working with Named Ranges  
Lesson Summary  
Review Questions

### Lesson 12: Working with Databases

Lesson Objectives  
Working with Databases  
Filtering Information  
Using Database Functions  
Sorting Data  
Lesson Summary  
Review Questions

### Lesson 13: Using Data Tools

Lesson Objectives  
Using AutoFill  
Finding and Replacing Data  
Using Paste Special  
Consolidating Data  
Setting Up Automatic Subtotals  
Grouping and Ungrouping Data  
Converting Text to Columns  
Lesson Summary  
Review Questions

### Lesson 14: Preparing Online Documents

Lesson Objectives  
Validating Data  
Using Pick Lists  
Removing Duplicate Rows  
Circling Invalid Data  
Working with Templates  
Using Hyperlinks  
Saving Worksheets as HTML  
Lesson Summary  
Review Questions

### Lesson 15: Collaborating with Others

Lesson Objectives  
Using Comments  
Looking at Workgroup Functions  
Protecting Your Workbook  
Preparing for Distribution  
Lesson Summary  
Review Questions

### Lesson 16: Using Analysis Tools

Lesson Objectives  
What-If Analysis  
Using the Goal Seeking Tool  
Using the Solver  
Using a Data Table  
Using PivotTables  
Lesson Summary  
Review Questions

### Appendices

Appendix A: A Quick Review of the Basics  
Appendix B: Apply Your Skills Exercises  
Appendix C: Answers to Review Questions  
Appendix D: Microsoft Office Excel 2007 Exam Objectives  
Appendix E: Glossary of Terms  
Appendix F: Index