

Microsoft® Office Excel 2007

Level 1 – Essential Skills

Courseware #: 6263

Exam 77-602

Course Description

Microsoft® Office Excel 2007 - Level 1 teaches students 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 students who desire the skills necessary to create, edit, format, and print basic Microsoft Office Excel 2007 worksheets and manage and audit numerical reports.

Students who complete this course can be on their way to preparing for a Microsoft Certified Application Specialist exam. By completing the other levels available for this application students will have reviewed all of the exam objectives.

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.

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;
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- ↗ preview and print worksheets or workbook; and
 - ↗ create, edit, and format simple charts.
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Course Outline

Courseware Description
Course Objectives
Course Design
Conventions and Graphics

Lesson 1: Working with Workbooks

Lesson Objectives
What is an Electronic Spreadsheet?
Looking at the Excel Screen
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
Renaming Worksheets
Inserting or Deleting Worksheets
Moving or Copying 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 the Views
Print Previewing Worksheets
Adding and Previewing Page Breaks
Customizing the Printout
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

Appendices

Appendix A: A Quick Review of Basics
Appendix B: Answers to Review Questions
Appendix C: Microsoft Office Excel 2007 Exam Objectives
Appendix D: Glossary Terms
Appendix E: Index
