

## Excel 2007 - Level 1

Days of Training: 1

### Overview

In this course, students create and edit basic Microsoft® Office Excel® 2007 worksheets and workbooks.

### Prerequisites

- Windows – Level 1

### At Course Completion

Upon successful completion of this course, students will be able to:

- Explore the Excel 2007 environment.
- Work with an Excel worksheet by entering and selecting the data in it.
- Save the data in the worksheet.
- Modify a worksheet.
- Perform calculations.
- Format a worksheet.
- Develop a workbook.
- Print workbook contents.
- Customize the layout of the Excel application window.

EXCEL2007L1

### Lesson 1: Creating a Basic Worksheet

Explore the User Interface and the Ribbon  
Navigate and Select in Excel  
Obtain Help  
Enter Data and Save a Workbook  
Customize the Quick Access Toolbar

### Lesson 2: Performing Calculations

Create Basic Formulas  
Calculate with Functions  
Copy Formulas and Functions

### Lesson 3: Modifying a Worksheet

Manipulate Data  
Insert and Delete Cells, Columns, and Rows  
Search for Data in a Worksheet  
Spell Check a Worksheet

### Lesson 4: Formatting a Worksheet

Modify Fonts  
Add Borders and Color to Cells  
Change Column Width and Row Height  
Apply Number Formats  
Position Cell Contents  
Apply Cell Styles

### Lesson 5: Printing Workbook Contents

Print Workbook Contents Using Default Print Options  
Set Print Options  
Set Page Breaks

### Lesson 6: Managing Large Workbooks

Format Worksheet Tabs  
Manage Worksheets in a Workbook  
Manage the View of Large Worksheets

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