

# Microsoft Office Excel 2007: Level 1

**Objectives:** You will create and edit basic Microsoft Office Excel 2007 worksheets and workbooks.

**Designed for:** This course is designed for people who want to gain the skills necessary to create, edit, format, and print basic Microsoft Excel 2007 worksheets.

**Pre-requisites:** To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge: Windows: Introduction

## Course Content:

### 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

### Performing Calculations

- Create Basic Formulas
- Calculate with Functions
- Copy Formulas and Functions

### Modifying a Worksheet

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

### 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

### Printing Workbook Contents

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

### Managing Large Workbooks

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

**Duration:** 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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