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S P R E A D S H E E T S K I L L S

Microsoft Excel 2007 – Level 1

Course Introduction

In this course, students learn to create and manage worksheets and workbook files; enter data and create basic formulas to perform calculations. They learn to edit and manipulate cell content, modify worksheet structure, view and format worksheets, and use Excel's predefined functions. Students use the Find and Replace feature, use themes to format workbooks and practice preparing, previewing, and printing worksheets.

Students accomplish the learning objectives for each lesson through a series of hands-on tasks, for which they are given step-by-step instructions and desired result checkpoints. The tasks provide ample opportunity for students to practice, apply, and develop the skills covered in the course.

A practice exercise and review questions are included at the end of each lesson to measure progress and reinforce the skills learned. There is also a lab exercise at the end of the course to provide further practice and review to reinforce the topics learned throughout the course, and to help prepare students for the exam.

Course Prerequisite(s)

Introduction to Windows course, or equivalent.

Course Aim

To provide an overview and introduction to Microsoft Excel 2007, in order to create and manipulate spreadsheets.

Of Interest to

Those interested in preparing and maintaining financial statements, and other reports in an up-to-date office spreadsheet environment.

Course Breakdown

Lesson 1:

Exploring Microsoft Excel; Creating Workbook Files; Getting Help While You Work

Lesson 2:

Viewing Worksheets; Navigating Worksheets and Workbooks; Managing Worksheets and Workbook Files

Lesson 3:

Creating Basic Formulas; Editing Text and Values; Clearing, Moving, and Copying Cell Content; Modifying Worksheet Structure

Lesson 4:

Understanding Functions; Using Functions; Using Statistical Functions; Using Date and Time Functions;

Lesson 5:

Formatting Cells and Cell Content; Formatting Worksheets

Lesson 6:

Preparing Worksheets for Printing; Using Find and Replace; Previewing and Printing Worksheets

Lab Exercise

Course Notes

Course manual is provided for on-going reference.

There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.

Next Level

Microsoft Excel 2007 – Level 2 (EXC07M2)



EXC07M1 05/08