



Formatting with Microsoft Word and Excel 2007

Duration: 6 hours

Objectives

This course explains the use of Word 2007 for structuring and editing documents which are complemented by a variety of editing tools. It is also designed for the use of page and section breaks, spacing adjustment, and column insertion, and explores the basic editing tools packaged. This course is also designed to visually enhance the appearance of sheets and workbooks using Excel 2007 so that cells, rows, columns, sheets, and workbooks can be manipulated and customized using various positioning and formatting features. Formatting tables, textual data, and numerical data, as well as conditional formatting, is also covered.

Target Audience:

This course is intended for individuals who want to use Word and Excel to enhance the appearance of their documents and spreadsheets. They can be personnel at all levels of the enterprise or end-users seeking to attain competency in Microsoft Word 2007 and Excel 2007.

Prerequisite:

Basic desktop computer literacy and a familiarity with the Microsoft Windows environment.

Course Outline

Word 2007

Part 1: Working with sections and columns

- Creating and formatting sections
- Working with multiple columns
- Working with text in columns



Learning

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Part 2: Formatting tables

- Table formatting basics
- Borders and shading
- Table AutoFormat
- Drawing tables

Part 3: Working with styles

- Creating styles
- Modifying and deleting styles
- Navigating in large documents

Part 4: Headers and footers

- Different headers and footers
- Page numbering

Part 5: Working with graphics and objects

- Working with graphics and clip art
- Inserting WordArt and symbols
- Customizing the background
- Using drawing tools

Excel 2007

Part 1: Formatting a Worksheet

- Formatting text
- Formatting numbers
- Drawing cell borders
- Applying an Autoformat to a table
- Conditional Formatting
- Changing column widths and row heights
- Changing page breaks



Part 2: Advanced formatting

- Borders and shading
- Using special number formats
- Working with dates
- Working with styles
- Other advanced formatting

Part 3: Printing Worksheets

- Previewing and printing worksheets
- Controlling Page Setup, including headers and footers