



# Microsoft Excel 2007 Beginners

Duration: 5 half-days (15 hours)

## Objectives

In this course, you will use Microsoft Office Excel to manage, edit, and print data.

## Target Audience

This course is intended for people preparing for certification as a Microsoft Certified Application Specialist in Excel, who already have knowledge of Microsoft Office, Windows 2000 (or above), and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Office Excel worksheets.

## Prerequisite

Some knowledge of basic word processing, computing, and spreadsheets; familiarity with the Microsoft Office work environment; an understanding of the Internet and web-page functionality.

## Course Outline

### Part 1: Getting started

- Spreadsheet terminology
- Discussing spreadsheet terminology
- Exploring the Excel window
- Examining Excel window components
- Getting help
- Using Help
- Navigating workbooks
- Navigating a worksheet

### Part 2: Entering and editing data

- Entering and editing text and values
- Entering text and values



Learning

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- Editing text
- Using AutoFill to fill a series
- Entering and editing formulas
- Entering a formula by typing
- Entering cell references with the mouse
- Working with pictures
- Inserting and modifying a picture
- Saving and updating workbooks

### Part 3: Modifying a worksheet

- Moving and copying data
- Moving data in a worksheet
- Copying data in a worksheet
- Moving and copying data by using drag-and-drop
- Moving and copying formulas
- Moving a formula
- Copying a formula
- Using AutoFill to copy a formula
- Absolute and relative references
- Observing the limitations of relative references
- Using absolute references
- Inserting and deleting ranges, rows, and columns
- Inserting a range
- Inserting rows
- Deleting a range

### Part 4: Using functions

- Entering functions
- Entering a SUM function
- AutoSum
- Using the AutoSum button
- Other useful functions
- Using AVERAGE



- Using MIN
- Using MAX
- Using COUNT and COUNTA

#### Part 5: Formatting worksheets

- Formatting text
- Using the Font group to format text
- Using the Format Cells dialog box to format text
- Formatting rows and columns
- Changing column width and row height
- Applying color to a row
- Setting alignment
- Applying borders to ranges
- Using the border-drawing pencil
- Using the Paste Special option
- Removing a border
- Formatting numbers
- Using the Number group to format numbers
- Conditional formatting
- Creating a conditional format
- Editing and deleting a conditional format
- Copying formats and applying table formats
- Copying formats
- Applying cell and table styles
- Using Find and Replace to change cell formats

#### Part 6: Printing

- Preparing to print
- Checking spelling in a worksheet
- Finding and replacing text
- Page Setup options
- Setting page orientation
- Setting margins



- Creating and editing headers and footers
- Hiding gridlines and headings
- Printing worksheets
- Printing a worksheet
- Working with the print area

#### Part 7: Creating charts

- Chart basics
- Creating a chart
- Using an embedded chart
- Modifying charts
- Changing a chart type
- Applying Quick Layouts and Quick Styles
- Formatting chart elements
- Modifying an embedded chart
- Printing charts
- Printing a chart

#### Part 8: Managing large workbooks

- Viewing large worksheets
- Using the Freeze Panes command
- Splitting a worksheet into panes
- Hiding and Unhiding columns and worksheets
- Printing large worksheets
- Setting print titles
- Adjusting page breaks
- Using multiple worksheets
- Navigating between worksheets
- Naming worksheets and coloring tabs
- Working with multiple worksheets
- Previewing and printing multiple worksheets