

## Microsoft Excel 2007 Level 1

### A One-Day Training Course

#### Course Aims

This course is our most popular course. The truth is that many use Excel without getting to grips with the basics and this can add hours (we're not joking) to the time required to get the desired result. The basics are not difficult but certain aspects need to be explained clearly before it all begins to make sense.

This course takes attendees up to a good intermediate level. Attendees will be able create, save and print their own workbook files using simple arithmetic formulas and the SUM function. Where time allows an introduction to charts is also given towards the end of the day.

#### Course Outline

##### Getting Started with Excel 2007

- Introducing Excel, the screen and the Ribbon
- Entering labels, values and formulas
- Context Menus (right click menus)
- Accessing Help

##### Working with Excel Files

- Workbooks and Worksheets
- Legacy Excel file formats and the new .XLSX file format.

##### Cells and Ranges

- Cell Addresses
- Range Addresses

##### Entering and Editing Worksheet Data

- Entering Data
- Editing Data
- Undo and Redo
- Selecting Cells and Ranges
- Inserting / Deleting Columns and Rows
- Inserting Worksheets

##### Introduction to Formulae and Functions

- Entering basic arithmetic Formulas
- The SUM Function
- Using AVERAGE, MIN, MAX and COUNT functions
- Editing formulae
- AutoSum
- Moving and copying formula cells

##### Copy Paste and AutoFill

- Copy and Paste
- Autofill
- Creating Number, date and text series
- Save hours by Copying Formulas
- Paste Options

##### Formatting Worksheets

- Right click formatting
- Number Formatting
- Alignment
- Font Formatting
- Borders and Shading
- The Format Painter
- Resizing Columns and Rows (incl. some useful shortcuts)

#### Target Audience

This course is targeted at new spreadsheet users as well as existing users who wish to fill in any gaps in their knowledge. The course will provide a good foundation for those wishing to go on to the Level 2 course.

#### Assumed Knowledge

Knowledge of Windows and basic keyboard skills are essential

##### Viewing the Worksheet

- Using Zoom
- Split
- Freeze Panes (keep column / row headings in view whilst scrolling)
- Arrange All command

##### Printing

- 1. The Print Area
- 2. Checking your Work with Print Preview
- 3. Page Break Preview
- 4. Page Setup...
- Margin and Alignment Settings
- Headers and Footers
- Print the Worksheet
- Setting Print Titles (titles that appear as headings at the top of each printed page)

##### Working with Lists of Data

- Sorting Data
- Using AutoFilter to extract data from lists

##### Creating Simple Charts

- Creating a Chart
- Moving and Sizing the Chart
- Formatting Chart Items
- Adding Data to the Chart
- Deleting Data from the Chart
- Printing a Chart

##### Useful Keyboard Commands