



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

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Excel 2007: Basic

MS-EX-BAS-AX Rev 07.09

1 day

Description

This ILT Series course teaches the basic functions and features of Excel 2007. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*

Course Outline

Unit 1: Getting started

Topic A: Spreadsheet terminology
Topic B: Exploring the Excel window
Topic C: Getting help
Topic D: Navigating workbooks

Unit 2: Entering and editing data

Topic A: Entering and editing text and values
Topic B: Entering and editing formulas
Topic C: Working with pictures
Topic D: Saving and updating workbooks

Unit 3: Modifying a worksheet

Topic A: Moving and copying data
Topic B: Moving and copying formulas
Topic C: Absolute and relative references
Topic D: Inserting and deleting ranges, rows, and columns

Unit 4: Using functions

Topic A: Entering functions
Topic B: AutoSum
Topic C: Other useful functions

Unit 5: Formatting worksheets

Topic A: Formatting text
Topic B: Formatting rows and columns
Topic C: Formatting numbers
Topic D: Conditional formatting
Topic E: Copying formats and applying table formats

Unit 6: Printing

Topic A: Preparing to print
Topic B: Page Setup options
Topic C: Printing worksheets

Unit 7: Creating charts

Topic A: Chart basics
Topic B: Modifying charts
Topic C: Printing charts

Unit 8: Managing large workbooks

Topic A: Viewing large worksheets
Topic B: Printing large worksheets
Topic C: Using multiple worksheets



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