

EXCEL001: Microsoft Excel 2007 Level 1

Course Length: 1 day

Instructional Methodology: Instructor-led computer lab with hands-on exercises

Course Description: This course teaches the basic functions and features of Excel. Students will learn how to enter and edit data, labels, and formulas, work with functions, format cells, print worksheets, and create charts. This course is designed for students with little or no Excel experience.

Course Outline

Getting Started

- Spreadsheet terminology
- Exploring the Excel window
- Getting help
- Opening and navigating workbooks

Entering and Editing Data

- Entering and editing text and values
- Entering and editing formulas
- Working with pictures
- Saving and updating workbooks

Modifying a Worksheet

- Moving and copying data
- Moving and copying formulas
- Absolute and Relative references
- Inserting and deleting ranges

Using Functions

- Entering functions
- Using AutoSum
- Using AVERAGE, MIN, and MAX

Formatting worksheets

- Formatting text
- Formatting rows and columns
- Formatting numbers
- Conditional Formatting
- Copying formats and applying table formats

Printing

- Preparing to print
- Page Setup options
- Printing worksheets

Creating Charts

- Chart basics
- Modifying charts
- Printing charts

To register call 621-7724

Or register online at www.outreachcollege.arizona.edu/comped