

# MICROSOFT OFFICE EXCEL 2007 PART 1

**Objectives:** To teach the Excel 2007 program to an employable level and to prepare for the Microsoft Certified Application Specialist test (MCAS) and ECDL Advanced (Spreadsheets) exam.

**Designed for:** Those who wish to learn this popular spreadsheet program.

**Prerequisites:** Familiarity with the Windows environment and basic keyboarding experience.

## Course Content:

- Lesson One – Including: The opening Excel 2007 screen, creating a worksheet with text and numbers, entering simple formulas, adjusting column widths, editing cells, navigating a workbook and worksheets, using AutoSum, saving, naming and closing a workbook, adding a button to the Quick Access Toolbar, opening an existing worksheet, accessing Help in Excel
- Lesson Two – Including: Formatting text, changing font type and size, using the mini toolbar, changing the font colour, selecting cells and ranges, aligning text horizontally, merging and splitting cells, formatting numbers, printing the active sheet, creating a folder, saving in a different format
- Lesson Three – Including: Inserting and deleting rows, hiding / unhiding rows / columns, modifying column widths and cell heights, aligning cells vertically, wrapping and indenting text, adding colour to cells and ranges, applying borders to cells / ranges, moving and copy cells, undo and redo, cut, copy and paste, AutoFill
- Lesson Four – Including: AutoComplete, text orientation, selecting non-adjacent data, freezing and unfreezing panes horizontally and vertically, using Zoom, page break preview, naming and renaming a worksheet, inserting a worksheet, repositioning worksheets, deleting a worksheet
- Lesson Five – Including: Using styles to enhance a worksheet, creating a custom style, the Page Layout ribbon, using themes to enhance a worksheet, creating and deleting a custom theme, page orientation, adjusting margins and scaling, centring the sheet horizontally and vertically, print preview, displaying gridlines, printing row and column headings, setting and clearing a print area
- Lesson Six – Including: Inserting headers and footers, copying and pasting data between worksheets, grouping and ungrouping worksheets, creating a new workbook, switching between workbooks, viewing multiple workbooks, hiding and unhiding a workbook, saving as a template, creating a workbook from a template, using existing templates and online resources
- Lesson Seven – Including: More complex formulas, absolute as well as relative cell references, AutoCalculate, functions SUM, DATE/TIME, COUNT, IF, adding, viewing and editing comments
- Lesson Eight – Including: AVERAGE, MAX and MIN functions, sort columns using ascending and descending order, the PMT and FV functions, entering formulas into grouped worksheets, recognising errors, using the IFERROR function, using 3D referencing to link worksheet data
- Lesson Nine – Including: Inserting charts, changing chart type, formatting a plot area, formatting a data series, inserting and resizing a picture, applying picture effects, aligning multiple objects, inserting WordArt, inserting and modifying a drawing object, creating and modifying SmartArt
- Lesson Ten – Including: Using Spell check, using Filter to display specific data, finding and replacing text within a worksheet, saving a workbook as a web page, publishing a web page, inserting and using hyperlinks, using conditional formatting

## Benefits:

- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

**Duration:** 24 hours

## What Next?

- Microsoft Office Word 2007 Part 1

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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