



## Software Learning Centers

1645 S.E Port St. Lucie Blvd

Port St. Lucie, Florida 34952

PHONE: 772.337.4005 FAX: 772.337.0870



*A Division of Moore Solutions inc*

# Microsoft® Office Excel® 2007: Level 1

## Course Specifications

Course number: 084281

Software: Microsoft® Office Excel® 2007

Course length: 1.0 day(s)

Certification: Microsoft Office Specialist – Excel 2007

## Course Description

**Course Objective:** You will create and edit basic Microsoft® Office Excel® 2007 worksheets and workbooks.

**Target Student:** This course is designed for people preparing for certification as a Microsoft Office 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 2007 worksheets.

**Prerequisites:** To effectively understand this course, we recommend that you take the Microsoft Office Windows XP Introduction course offered by Element K or have equivalent knowledge.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

## Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

## Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- A 1 GHz Pentium-class processor or faster.
- A minimum of 256 MB of RAM. 512 MB of RAM is recommended.
- A 10 GB hard disk or larger. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A mouse or other pointing device.

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- A 1024 x 768 resolution monitor is recommended.
- Network cards and cabling for local network access.
- Internet access (contact your local network administrator).
- A printer or an installed printer driver.
- A projection system to display the instructor's computer screen.

## Platform Requirements

- Windows XP

## Software Requirements

- Microsoft Office Professional Edition 2007
- Windows XP Professional with Service Pack 2

## Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- explore the Excel 2007 environment.
- work with an Excel worksheet by entering and selecting the data in it. You will also save the data in the worksheet.
- modify a worksheet.
- perform calculations.
- format a worksheet.
- develop a workbook.
- print workbook contents.
- customize the layout of the Excel application window.

## Course Content

### Lesson 1: Exploring the Excel Environment

Topic 1A: Explore the User Interface

Topic 1B: Explore the Ribbon

Topic 1C: Obtain Help

Topic 1D: Customize the Quick Access Toolbar

### Lesson 2: Working with an Excel Worksheet

Topic 2A: Navigate in Excel

Topic 2B: Select and Enter Data

Topic 2C: Save a Workbook

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### **Lesson 3: Modifying a Worksheet**

- Topic 3A: Manipulate Data
- Topic 3B: Insert and Delete Cells, Columns, and Rows
- Topic 3C: Search for Data in a Worksheet
- Topic 3D: Spell Check a Worksheet

### **Lesson 4: Performing Calculations**

- Topic 4A: Create Basic Formulas
- Topic 4B: Calculate with Functions
- Topic 4C: Copy Formulas and Functions
- Topic 4D: Create a Mixed Reference

### **Lesson 5: Formatting a Worksheet**

- Topic 5A: Convert Text to Columns
- Topic 5B: Modify Fonts
- Topic 5C: Add Borders and Color to Cells
- Topic 5D: Change Column Width and Row Height
- Topic 5E: Merge Cells
- Topic 5F: Apply Number Formats
- Topic 5G: Align Cell Contents
- Topic 5H: Find and Replace Formats
- Topic 5I: Apply AutoFormat
- Topic 5J: Apply Cell Styles
- Topic 5K: Apply Themes

### **Lesson 6: Developing a Workbook**

- Topic 6A: Format Worksheet Tabs
- Topic 6B: Reposition Worksheets in a Workbook
- Topic 6C: Insert and Delete Worksheets
- Topic 6D: Copy and Paste Worksheets

### **Lesson 7: Printing Workbook Contents**

- Topic 7A: Set Print Titles
- Topic 7B: Create a Header and a Footer
- Topic 7C: Set Page Margins
- Topic 7D: Change Page Orientation
- Topic 7E: Set Page Breaks
- Topic 7F: Print a Range

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### **Lesson 8: Customizing Layout**

Topic 8A: Split a Worksheet

Topic 8B: Arrange Windows

Topic 8C: Freeze and Unfreeze Rows and Columns

Topic 8D: Hide and Unhide Worksheets

### **Appendix A: Microsoft Office Specialist: Excel 2007**

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