

Microsoft® Office Excel 2007 – Specialist



Approved Courseware

Course Description

Microsoft® Office Excel 2007 teaches the new information worker how to work with worksheets and workbooks to analyze data using a variety of features to create, modify and format common business reports such as budgets, inventory reports, invoices, and charts. This course is designed for those people who require the skills necessary to use a spreadsheet program on a daily basis to manage and audit numerical reports.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for a Microsoft Certified Application Specialist Exam #77-602.

Who Should Attend

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows Level 1* course or have equivalent Microsoft Windows knowledge and experience. Students who wish to become proficient using the features of *Microsoft Office Excel 2007* will benefit from taking this course.

Course Objectives

After completing this course, you will be able to:

- ↻ understand how Microsoft Office Excel handles numerical information for analysis or tracking purposes
- ↻ identify and work with the screen, Screen Tips, the Ribbon, and the Quick Access toolbar
- ↻ create, edit, save, open, and close workbooks
- ↻ select cells for further action such as formatting, deleting, copying and pasting
- ↻ change the view mode for specific types of editing tasks
- ↻ create and edit simple and more complex formulas
- ↻ apply text and numeric formatting options
- ↻ control the data flow using appropriate page breaks
- ↻ set headers and footers for a worksheet
- ↻ change margins, orientation, or layout for printing a worksheet
- ↻ preview and print worksheets or workbook
- ↻ create, edit, and format simple charts
- ↻ use a variety of advanced functions to find and calculate information or data
- ↻ insert, modify and format clip art images, pictures, and shapes
- ↻ customize charts
- ↻ audit worksheets
- ↻ work with database functions in Excel
- ↻ sort data
- ↻ work with named ranges
- ↻ use AutoFill to copy or fill data
- ↻ find and replace specific types of data
- ↻ consolidate or summarize data
- ↻ group or outline data
- ↻ convert text to columns
- ↻ use AutoFill to set up a series of data
- ↻ find and replace data in a worksheet
- ↻ use Paste Special to create different types of data

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SLATE TRAINING CENTRE

- ↗ create groups and subtotals from the data in the worksheet
- ↗ convert text to columnar formats
- ↗ validate data and remove duplicate rows of data
- ↗ use pick lists
- ↗ working with existing templates, or create your own template
- ↗ create, modify or remove a hyperlink
- ↗ save a worksheet or a range of cells in a HTML format
- ↗ publish a worksheet to the Internet
- ↗ work with shared workbooks including adding protection or tracking changes
- ↗ changing workbook properties and using the Document Inspector appropriately
- ↗ set up a what-if scenario with a worksheet
- ↗ use the Goal Seeking and Solver tool
- ↗ work with a single or two variable data table
- ↗ create and modify PivotTables or PivotCharts

Courseware Outline

Lesson 1: Introducing Excel

Lesson Objectives
What is an Electronic Spreadsheet?
Looking at the Excel Screen
Understanding the Ribbon User Interface
Creating a New Blank Workbook
Entering Data in a Worksheet
Selecting Cells
Lesson Summary
Review Questions

Lesson 2: Manipulating Items

Lesson Objectives
Copying and Moving Data
Adjusting the Columns and Rows
Inserting and Deleting Rows and Columns
Managing Worksheets
Lesson Summary
Review Questions

Lesson 3: Using Formulas

Lesson Objectives
Creating and Editing Simple Formulas
Using Common Functions with Cell Ranges
Using Absolute and Relative Cell References
Displaying and Printing Formulas
Lesson Summary
Review Questions

Lesson 4: Formatting the Worksheet

Lesson Objectives
Formatting a Cell
Clearing Cell Contents and Formatting
Formatting Worksheets
Lesson Summary
Review Questions

Lesson 5: Preparing to Print

Lesson Objectives
Changing Views
Previewing Worksheets
Adding and Previewing Page Breaks
Customizing the Printout
Adjusting the Margins
Printing the Worksheet
Lesson Summary
Review Questions

Lesson 6: Working with Charts

Lesson Objectives
Creating a Basic Chart
Changing Chart Types
Working with Pie Charts
Changing the Chart Layout
Moving and Resizing Charts
Printing Charts
Lesson Summary
Review Questions

Lesson 7: Using Functions

Lesson Objectives
What are Functions?
Using Math and Trigonometric Functions
Using Statistical Functions
Working with Financial Functions
Using Logical Functions
Using Date and Time Functions
Using Text Functions
Using Information Functions
Using Advanced Functions
Lesson Summary
Review Questions

Lesson 8: Working with Illustrations

Lesson Objectives
Drawing Shapes
Using SmartArt Graphics
Modifying Drawing Objects
Lesson Summary
Review Questions

Lesson 9: Customized Charts

Lesson Objectives
Customizing Charts
Using Trendlines
Auditing a Worksheet
Lesson Summary
Review Questions

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Lesson 10: Customized Formatting

- Lesson Objectives
- Aligning the Cell Contents
- Using the Format Painter
- Hiding/Unhiding Data
- Using Cell Styles
- Looking at Custom Cell Formats
- Applying Conditional Formatting
- Lesson Summary
- Review Questions

Lesson 11: Working with Tables

- Lesson Objectives
- Using Tables
- Working with Named Ranges
- Lesson Summary
- Review Questions

Lesson 12: Working with Databases

- Lesson Objectives
- Working with Databases
- Filtering Information
- Using Database Functions
- Sorting Data
- Lesson Summary
- Review Questions

Lesson 13: Using Data Tools

- Lesson Objectives
- Using AutoFill
- Finding and Replacing Data
- Using Paste Special
- Consolidating Data
- Setting Up Automatic Subtotals
- Grouping and Ungrouping Data
- Converting Text to Columns
- Lesson Summary
- Review Questions

Lesson 14: Preparing Online Documents

- Lesson Objectives
- Validating Data
- Using Pick Lists
- Removing Duplicate Rows
- Circling Invalid Data
- Working with Templates
- Using Hyperlinks
- Saving Worksheets as HTML
- Lesson Summary
- Review Questions

Lesson 15: Collaborating with Others

- Lesson Objectives
- Using Comments
- Looking at Workgroup Functions
- Protecting Your Workbook
- Preparing for Distribution
- Lesson Summary
- Review Questions

Lesson 16: Using Analysis Tools

- Lesson Objectives
- What-If Analysis
- Using the Goal Seeking Tool
- Using the Solver
- Using a Data Table
- Using PivotTables
- Lesson Summary
- Review Questions

Appendices

- Appendix A: A Quick Review of the Basics
- Appendix B: Apply Your Skills Exercises
- Appendix C: Answers to Review Questions
- Appendix D: Microsoft Office Excel 2007 Exam Objectives
- Appendix E: Glossary of Terms
- Appendix F: Index