

# Excel 2007 Level 1

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1-day course  
Course Code: S171en

**Who should attend?** This course is intended for new Microsoft Office Excel 2007 users.

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**Prerequisites** Windows 2000, XP or Vista

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**Course Objectives** Upon completion of the course, participants will be able to accomplish the following:

- Create, save, open, close and move around in an Excel workbook to learn navigation skills necessary for creating and using Excel worksheets
  - Organize columns and rows to accommodate information and edit the contents of cells to organize the information in your worksheet
  - Calculate values by entering formulas into cells and specify an exact address of a cell by creating an absolute cell reference, create formulas by typing functions or build more complex formulas using the Insert Function dialog box
  - Format worksheets and use view features to more effectively review large worksheets
  - Use views to determine the layout of a worksheet, change the page setup, and preview/print workbooks
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**Course Content** **Getting Started with Excel 2007**  
Understanding Spreadsheet Concepts; Getting Started; Creating & Saving Workbooks; Opening & Closing Workbooks

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**Modifying Worksheets**

Working with Columns and Rows; Working with Cell Contents

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**Using Formulas and Functions**

Creating & Using Formulas; Creating and Using Functions; Using Absolute Cell References; Inserting Functions

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**Formatting and Viewing Worksheets**

Formatting Worksheets; Viewing Worksheets; Using Tabs; Changing Tab Settings; Setting Indents; Applying Bullets & Numbers; Changing Paragraph & Line Spacing

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**Printing Workbooks**

Using Workbook Views; Changing the Page Setup; Previewing & Printing Workbooks

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