Title:
Microsoft Excel 2007 Module 1 (with Challenge Exercises)
Application
Microsoft Excel 2007
Competency
N/A

Duration (hrs)
38
Description
The skills and knowledge acquired in Microsoft Excel 2007 Module 1 (with Challenge Exercises) are sufficient to be able to create solid and accurate workbooks using data and formulas from the keyboard. You will also learn how to format the data into attractive reports, how to print the data and the reports, and how to chart the data for visual presentations.

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At the completion of Microsoft Excel 2007 Module 1 (with Challenge Exercises) you should be able to:

- understand the origins of and basic uses for spreadsheets
- work within the basic Excel environment
- create a new workbook
- open and navigate within workbooks and worksheets
- understand and work with ranges in a worksheet
- use the fill operations available to fill a data series
- understand, create and work with formulas and functions used to perform calculations
- understand and use formula cell referencing to create more complex formulas
- make changes to data in a workbook
- format rows and columns in a worksheet
- understand and use the number formatting features in Excel
- use font formatting techniques to greatly enhance the look of a worksheet
- work with various elements of a worksheet
- print your workbook data
- apply a variety of page setup techniques
- sort data in a list in a worksheet
- create effective charts in Microsoft Excel

Microsoft Excel 2007 Module 1 (with Challenge Exercises) is designed for users who would like to learn to use a spreadsheet application. It takes the learner to a point where they can comfortably create, edit, print and chart data and formulas in workbooks.

Microsoft Excel 2007 Module 1 (with Challenge Exercises) assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

228 pages

12.0 hrs

Many of the topics in Microsoft Excel 2007 Module 1 (with Challenge Exercises) require

you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is INF775.

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information.

Microsoft Excel 2007
Module 1 (with Challenge Exercises)
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