

## Excel 2007: Level 1 [MCAS Certified] + CertBlaster & CBT

**Publisher:** CourseILT

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**Course Length:** 1-day (6+ hours)

**Prerequisites:** Windows XP or Vista: Level 1

**What's in Excel 2007: Level 1 [MCAS Certified] + CertBlaster & CBT:**

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, teaches the basic functions and features of Excel 2007. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks. Comes with CertBlaster exam prep software (download). Also available with a companion CBT program and student data files on CD-ROM.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Excel 2007 exam (70-602). For comprehensive certification training, students should complete Excel 2007: Level 1, 2, and 3.

### Topic-Level Outline

#### Unit 1 : Getting started

*Topic A: \* Spreadsheet terminology*

A-1: Discussing spreadsheet terminology

*Topic B: \* Exploring the Excel window*

B-1: Examining Excel window components

*Topic C: \* Getting help*

C-1: Using Help

*Topic D: \* Navigating workbooks*

D-1: Navigating a worksheet

#### Unit 2 : Entering and editing data

*Topic A: \* Entering and editing text and values*

A-1: Entering text and values

A-2: Editing text

A-3: Using AutoFill to fill a series

*Topic B: \* Entering and editing formulas*

B-1: Entering a formula by typing

B-2: Entering cell references with the mouse

B-3: Editing a formula

*Topic C: \* Working with pictures*

C-1: Inserting and modifying a picture

*Topic D: \* Saving and updating workbooks*

D-1: Saving a workbook

D-2: Changing and updating a workbook

D-3: Using the Compatibility Checker

#### Unit 3 : Modifying a worksheet

*Topic A: \* Moving and copying data*

A-1: Moving data in a worksheet

A-2: Copying data in a worksheet

A-3: Moving and copying data by using drag-and-drop

A-4: Copying data by using the Clipboard

*Topic B: \* Moving and copying formulas*

B-1: Moving a formula

B-2: Copying a formula

B-3: Using AutoFill to copy a formula

*Topic C: \* Absolute and relative references*

C-1: Observing the limitations of relative references

C-2: Using absolute references

*Topic D: \* Inserting and deleting ranges, rows, and columns*

D-1: Inserting a range

D-2: Inserting rows

D-3: Deleting a range

#### Unit 4 : Using functions

*Topic A: \* Entering functions*

A-1: Entering a SUM function

A-2: Using the mouse to enter a function argument

A-3: Inserting a SUM function

*Topic B: \* AutoSum*

B-1: Using the AutoSum button

*Topic C: \* Other useful functions*

C-1: Using AVERAGE

C-2: Using MIN

C-3: Using MAX

C-4: Using COUNT and COUNTA

#### Unit 5 : Formatting worksheets

*Topic A: \* Formatting text*

A-1: Using the Font group to format text

A-2: Formatting non-contiguous ranges

A-3: Using the Format Cells dialog box to format text

*Topic B: \* Formatting rows and columns*

B-1: Changing column width and row height

B-2: Applying color to a row

B-3: Setting alignment

B-4: Applying borders to ranges

B-5: Using the border-drawing pencil

B-6: Using the Paste Special option

B-7: Removing a border

*Topic C: \* Formatting numbers*

C-1: Using the Number group to format numbers

C-2: Exploring the Number tab

*Topic D: \* Conditional formatting*

D-1: Creating a conditional format

D-2: Editing and deleting a conditional format

*Topic E: \* Copying formats and applying table formats*

E-1: Copying formats

E-2: Using AutoFill to copy a format

E-3: Applying cell and table styles

E-4: Using Find and Replace to change cell formats

#### Unit 6 : Printing

*Topic A: \* Preparing to print*

A-1: Checking spelling in a worksheet

A-2: Using the Research task pane

A-3: Finding and replacing text

A-4: Previewing a worksheet

*Topic B: \* Page Setup options*

B-1: Setting page orientation

B-2: Setting margins

B-3: Creating and editing headers and footers

B-4: Hiding gridlines and headings

*Topic C: \* Printing worksheets*

C-1: Printing a worksheet

C-2: Working with the print area

#### Unit 7 : Creating charts

*Topic A: \* Chart basics*

A-1: Creating a chart

A-2: Moving a chart within a workbook

A-3: Examining chart elements

A-4: Using an embedded chart

*Topic B: \* Modifying charts*

B-1: Changing a chart type

B-2: Applying Quick Layouts and Quick Styles

B-3: Formatting chart elements

B-4: Modifying an embedded chart

*Topic C: \* Printing charts*

C-1: Printing a chart

#### Unit 8 : Managing large workbooks

*Topic A: \* Viewing large worksheets*

A-1: Using the Freeze Panes command

A-2: Splitting a worksheet into panes

A-3: Hiding and unhiding columns and worksheets

A-4: Minimizing the Ribbon

*Topic B: \* Printing large worksheets*

B-1: Setting print titles

B-2: Adjusting page breaks

*Topic C: \* Using multiple worksheets*

C-1: Navigating between worksheets

C-2: Naming worksheets and coloring tabs

C-3: Working with multiple worksheets

C-4: Previewing and printing multiple worksheets