



Course Title: Microsoft Excel 2007- Basic

Duration: 10 hours

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

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

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



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

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: Manage rules 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

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



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

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



Course Title: Microsoft Excel 2007- Intermediate

Duration: 8 hours

Using multiple worksheets and workbooks

Topic A: Using multiple workbooks

A-1: Switching between workbooks

A-2: Copying a worksheet to another workbook

Topic B: Linking worksheets with 3-D formulas

B-1: Creating 3-D formulas

Topic D: Managing workbooks

D-1: Creating a workspace

Advanced formatting

Topic A: Using special number formats

A-1: Applying special formats

A-2: Controlling the display of zero values

A-3: Creating custom formats

Topic B: Using functions to format text

B-1: Using PROPER, UPPER, and LOWER

Topic C: Working with styles

C-1: Creating and applying styles

C-2: Modifying styles

Topic D: Working with themes

D-1: Changing to a different theme

Topic E: Other advanced formatting

E-1: Merging cells

E-2: Changing the orientation of text in a cell

E-3: Splitting cells

E-4: Transposing data during a paste

E-5: Adding and deleting backgrounds

E-6: Adding a watermark

Outlining and subtotals

Topic A: Outlining and consolidating data

A-1: Creating an outline

A-2: Using the Consolidate command

Topic B: Creating subtotals

B-1: Creating subtotals in a list

B-2: Using multiple subtotal functions

Cell and range names

Topic A: Creating and using names

A-1: Naming and selecting ranges

A-2: Using names in formulas

A-3: Using the Create from Selection command

A-4: Applying names to existing formulas

Topic B: Managing names

B-1: Modifying and deleting named ranges



Lists and tables

Topic A: Examining lists

A-1: Examining the structure of a list

Topic B: Sorting and filtering lists

B-1: Sorting a list

B-2: Filtering a list by using AutoFilter

B-3: Using cell color and attributes to sort and filter data

Topic C: Advanced filtering

C-1: Using Custom AutoFilter criteria

C-2: Using the Advanced Filter dialog box

C-3: Copying filtered results to another range

Working with advanced functions:

Topic A: Date functions: Day - Today

Topic B: Advanced Functions

B-1: If

B-2: Nested If

B-3: PMT

Advanced charting

Topic A: Chart formatting options

A-1: Adjusting the scale of a chart

A-2: Formatting a data point

Topic B: Graphic elements

B-1: Adding graphic elements

B-2: Formatting a graphic element

B-3: Adding a picture to a worksheet

Documenting and auditing

Topic A: Auditing features

A-1: Tracing precedent and dependent cells

A-2: Tracing errors

Topic B: Comments in cells and workbooks

B-1: Viewing comments in a worksheet

B-2: Adding a comment to a cell

Topic C: Protection

C-1: Password-protecting a worksheet

C-2: Protecting part of a worksheet by unlocking cells

Creating and modifying templates

Topic A: Built-in templates

A-1: Using a template

Topic B: Creating and managing templates

B-1: Creating a template

B-2: Modifying a template

Web and Internet features

Topic A: Saving workbooks as Web pages

A-1: Saving a workbook as a Web page

Topic B: Using hyperlinks

B-1: Inserting and editing hyperlinks