

# Excel 2007 Level 1

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## Objectives

You will create and edit basic Microsoft® Office Excel® 2007 worksheets and workbooks.

## Audience

This course is designed for people who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Office Excel 2007 worksheets. Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

## Location & Length

1-day class 9:00am-4:30pm (6 hours of instruction) ; 125 6th Street (Public Safety Building); 4th Floor

## Format

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

## Course Content

### Lesson 1: Creating a Basic Worksheet

- Explore the User Interface and the Ribbon
- Navigate and Select in Excel
- Obtain Help
- Enter Data and Save a Workbook
- Customize the Quick Access Toolbar

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### Lesson 2: Performing Calculations

- Create Basic Formulas
- Calculate with Functions
- Copy Formulas and Functions

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### Lesson 3: Modifying a Worksheet

- Manipulate Data
- Insert and Delete Cells, Columns, and Rows
- Search for Data in a Worksheet
- Spell Check a Worksheet

### Lesson 4: Formatting a Worksheet

- Modify Fonts
- Add Borders and Color to Cells
- Change Column Width and Row Height
- Apply Number Formats
- Position Cell Contents
- Apply Cell Styles

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### Lesson 5: Printing Workbook Contents

- Print Workbook Contents Using Default Print Options
- Set Print Options
- Set Page Breaks

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### Lesson 6: Managing Large Workbooks

- Format Worksheet Tabs
- Manage Worksheets in a Workbook
- Manage the View of Large Worksheets

Registration is required by calling Tareque Ahmed at ext. 4337 or by emailing [tahmed@cambridgema.gov](mailto:tahmed@cambridgema.gov)