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## IT Training Course Description

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# Creating Spreadsheets with Excel 2007

### Description

This course introduces new and inexperienced Excel users to the fundamentals of worksheet development. While not as in-depth as Excel 2007 Level 1, this class provides attendees with a solid overview of the steps necessary for creating and formatting fully functional spreadsheets with Microsoft Excel 2007.

Course length: 1 .5 hours

### Prerequisites

- ✓ PC Basics (or equivalent knowledge of basic computer skills)
- ✓ Working knowledge of Windows or Mac OS. Must be able to minimize, maximize, open and close windows; navigate to specified directories and save documents to those directories.

### Objectives

Upon successfully completing this course, students will be able to:

- ✓ Create a new Workbook.
- ✓ Navigate within the Excel 2007 environment.
- ✓ Enter and edit data.
- ✓ Use the Autofill function.
- ✓ Insert / delete columns and rows.
- ✓ Save / close a Workbook.
- ✓ Insert basic formulas into a Spreadsheet.
- ✓ Add columns of data by using the AutoSum feature.
- ✓ Format a Spreadsheet.
- ✓ Rename sheet tabs.
- ✓ Preview page breaks.
- ✓ Print a Worksheet.

### Topics Covered

#### Lesson 1: Exploring the Excel Environment

- ✓ Exploring the User Interface

#### Lesson 2: Workbooks

- ✓ Creating a New Workbook

#### Lesson 3: Navigating in Excel

- ✓ The Active Cell
- ✓ Navigating with your Keyboard

#### Lesson 4: Entering Data

#### Lesson 5: Editing Text

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**Lesson 6: Using Autofill**

**Lesson 7: Inserting Columns and Rows**

**Lesson 8: Deleting Columns and Rows**

**Lesson 9: Saving a Workbook**

**Lesson 10: Using the Help Screen**

**Lesson 11: Closing a Workbook**

**Lesson 12: Using Basic Formulas in a Worksheet**

**Lesson 13: Using the AutoSum Feature**

**Lesson 14: Formatting Your Spreadsheet**

- ✓ Formatting the Font
- ✓ Adding Borders
- ✓ Adding Colors
- ✓ Formatting Alignment
- ✓ Changing the Size of Rows or Columns

**Lesson 15: Renaming Worksheet Tabs**

**Lesson 16: Previewing Page Breaks**

**Lesson 17 Printing Your Worksheet**