



Microsoft® Office **Excel** 2007

Courseware #: 3131

Exam 77-602

Course Description

Microsoft® Office Excel 2007 teaches the new information worker how to work with worksheets and workbooks to analyze data using a variety of features to create, modify and format common business reports such as budgets, inventory reports, invoices, and charts. This course is designed for those people who require the skills necessary to use a spreadsheet program on a daily basis to manage and audit numerical reports.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for a Microsoft Office Specialist Exam #77-602.

Course Length

The Microsoft Business Certification Series can adapt to meet various course length requirements. There are two types of exercises in this book: Learn the Skill and Practice the Skill (refer to the Conventions and Graphics section to identify the different icons used for each type).

For the shortest course lengths, students can perform just the Learn the Skill exercises.

For longer course lengths, students can complete both the Learn the Skill and Practice the Skill exercises.

Instructors should refer to the Instructor Resources for this book to learn more about how the material can be adapted.

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows Level 1* course or have equivalent Microsoft Windows knowledge and experience.

Students who wish to become proficient using the features of *Microsoft Office Excel 2007* will benefit from taking this course.

Microsoft® Office Excel 2007

Course Objectives

After completing this course, you will be able to:

- ↻ understand how Microsoft Office Excel handles numerical information for analysis or tracking purposes
- ↻ identify and work with the screen, Screen Tips, the Ribbon, and the Quick Access toolbar
- ↻ create, edit, save, open, and close workbooks
- ↻ select cells for further action such as formatting, deleting, copying and pasting
- ↻ change the view mode for specific types of editing tasks
- ↻ create and edit simple and more complex formulas
- ↻ apply text and numeric formatting options
- ↻ control the data flow using appropriate page breaks
- ↻ set headers and footers for a worksheet
- ↻ change margins, orientation, or layout for printing a worksheet
- ↻ preview and print worksheets or workbook
- ↻ create, edit, and format simple charts
- ↻ use a variety of advanced functions to find and calculate information or data
- ↻ insert, modify and format clip art images, pictures, and shapes
- ↻ customize charts
- ↻ audit worksheets
- ↻ work with database functions in Excel
- ↻ sort data
- ↻ work with named ranges
- ↻ use AutoFill to copy or fill data
- ↻ find and replace specific types of data
- ↻ consolidate or summarize data
- ↻ group or outline data
- ↻ convert text to columns
- ↻ use AutoFill to set up a series of data
- ↻ find and replace data in a worksheet
- ↻ use Paste Special to create different types of data
- ↻ create groups and subtotals from the data in the worksheet
- ↻ convert text to columnar formats
- ↻ validate data and remove duplicate rows of data
- ↻ use pick lists
- ↻ working with existing templates, or create your own template
- ↻ create, modify or remove a hyperlink
- ↻ save a worksheet or a range of cells in a HTML format
- ↻ publish a worksheet to the Internet
- ↻ work with shared workbooks including adding protection or tracking changes
- ↻ changing workbook properties and using the Document Inspector appropriately
- ↻ set up a what-if scenario with a worksheet
- ↻ use the Goal Seeking and Solver tool
- ↻ work with a single or two variable data table
- ↻ create and modify PivotTables or PivotCharts

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Course Outline

About This Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Introducing Excel

Lesson Objectives
What is an Electronic Spreadsheet?
Looking at the Excel Screen
Understanding the Ribbon User Interface
Creating a New Blank Workbook
Entering Data in a Worksheet
Selecting Cells
Lesson Summary
Review Questions

Lesson 2: Manipulating Items

Lesson Objectives
Copying and Moving Data
Adjusting the Columns and Rows
Inserting and Deleting Rows and Columns
Managing Worksheets
Lesson Summary
Review Questions

Lesson 3: Using Formulas

Lesson Objectives
Creating and Editing Simple Formulas
Using Common Functions with Cell Ranges
Using Absolute and Relative Cell References
Displaying and Printing Formulas
Lesson Summary
Review Questions

Lesson 4: Formatting the Worksheet

Lesson Objectives
Formatting a Cell
Clearing Cell Contents and Formatting
Formatting Worksheets
Lesson Summary
Review Questions

Lesson 5: Preparing to Print

Lesson Objectives
Changing Views
Previewing Worksheets
Adding and Previewing Page Breaks
Customizing the Printout
Adjusting the Margins
Printing the Worksheet
Lesson Summary
Review Questions

Lesson 6: Working with Charts

Lesson Objectives
Creating a Basic Chart
Changing Chart Types
Working with Pie Charts
Changing the Chart Layout
Moving and Resizing Charts
Printing Charts
Lesson Summary
Review Questions

Lesson 7: Using Functions

Lesson Objectives
What are Functions?
Using Math and Trigonometric Functions
Using Statistical Functions
Working with Financial Functions
Using Logical Functions
Using Date and Time Functions
Using Text Functions
Using Information Functions
Using Advanced Functions
Lesson Summary
Review Questions

Lesson 8: Working with Illustrations

Lesson Objectives
Drawing Shapes
Using SmartArt Graphics
Modifying Drawing Objects
Lesson Summary
Review Questions

Lesson 9: Customized Charts

Lesson Objectives
Customizing Charts
Using Trendlines
Auditing a Worksheet
Lesson Summary
Review Questions

Lesson 10: Customized Formatting

Lesson Objectives
Aligning the Cell Contents
Using the Format Painter
Hiding/Unhiding Data
Using Cell Styles
Looking at Custom Cell Formats
Applying Conditional Formatting
Lesson Summary
Review Questions

Lesson 11: Working with Tables

Lesson Objectives
Using Tables
Working with Named Ranges
Lesson Summary
Review Questions

Lesson 12: Working with Databases

Lesson Objectives
Working with Databases
Filtering Information
Using Database Functions
Sorting Data
Lesson Summary
Review Questions

Lesson 13: Using Data Tools

Lesson Objectives
Using AutoFill
Finding and Replacing Data
Using Paste Special
Consolidating Data
Setting Up Automatic Subtotals
Grouping and Ungrouping Data
Converting Text to Columns
Lesson Summary
Review Questions

Lesson 14: Preparing Online Documents

Lesson Objectives
Validating Data
Using Pick Lists
Removing Duplicate Rows
Circling Invalid Data
Working with Templates
Using Hyperlinks
Saving Worksheets as HTML
Lesson Summary
Review Questions

Lesson 15: Collaborating with Others

Lesson Objectives
Using Comments
Looking at Workgroup Functions
Protecting Your Workbook
Preparing for Distribution
Lesson Summary
Review Questions

Lesson 16: Using Analysis Tools

Lesson Objectives
What-If Analysis
Using the Goal Seeking Tool
Using the Solver
Using a Data Table
Using PivotTables
Lesson Summary
Review Questions

Appendices

Appendix A: A Quick Review of the Basics
Appendix B: Apply Your Skills Exercises
Appendix C: Answers to Review Questions
Appendix D: Microsoft Office Excel 2007 Exam Objectives
Appendix E: Glossary of Terms
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