

# Excel 2007 Basics - Online

<b>Audience</b>	This course is appropriate for those who are familiar with the personal computer and Windows. No previous knowledge of Excel or worksheets is required.
<b>Description</b>	The course uses a combination of lecture and hands-on practice (with independent exercises after class) to familiarize students with Excel. Students learn the structure of workbooks and worksheets. You create their own workbook, enter and edit data, and build formulas. You use Copy and Fill commands to minimize data entry. You enhance the appearance of worksheets by adjusting columns, formatting text and numbers. You print all or part of a worksheet.
<b>Objectives</b>	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none"><li>■ Identify objects on the Excel screen</li><li>■ Give commands and use ribbons, Quick Access toolbar and shortcut menus</li><li>■ Move around a worksheet and workbook</li><li>■ Enter text, numbers, and dates in a worksheet</li><li>■ Save, close, and open a workbook</li><li>■ Create and apply formulas</li><li>■ Move, copy, and fill data</li><li>■ Edit data in a worksheet</li><li>■ Insert and delete rows</li><li>■ Change column widths</li><li>■ Format data in a worksheet for viewing and printing</li><li>■ Print preview and print a worksheet</li><li>■ Change print options</li></ul>
<b>Length</b>	3 hours

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## I. Excel Basics

- A. Identifying Excel Screen Objects
- D. Moving Around a Worksheet
- E. Entering Data
- F. Saving a Workbook
- G. Opening Workbooks
- H. Closing the Workbook and Exiting Excel
- I. Creating a New Workbook
- J. Using Help
- K. Selecting Cells, Rows, Columns and Worksheets

## II. Building Calculations

- A. What is a Formula?
- B. Entering Formulas
- C. Entering Formulas with Constants
- D. Entering Formulas with Multiple Operators
- E. Using the AutoSum Button
- F. Moving/Copying Data with Cut/Copy and Paste
- G. Filling Data
- H. What is a Relative Cell Reference?



**III. Editing and Formatting  
Information in the Worksheet**

- A. Editing Data in a Cell
- B. Clearing Data
- C. Undoing Actions
- D. Changing Column Widths
- E. Inserting Cells, Rows, or  
Columns
- F. Changing the Alignment of  
Cells
- G. Formatting Numbers
- H. Clearing Formats
- I. Print Previewing a Worksheet
- J. Setting up the Page for  
Printing
- K. Changing Page Orientation,  
Scaling and Margins
- L. Printing a Worksheet