



Microsoft® Office Excel® 2007: Level 1 (Second Edition)

Course Overview

This course is designed for people preparing for certification as a Microsoft Certified Application Specialist in Excel, who already have knowledge of Microsoft® Office, Windows® 2000 (or above), and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Office Excel 2007 worksheets. Participant will create and edit basic Microsoft® Office Excel® 2007 worksheets and workbooks.

Course Details

Class Duration	1 day
Course Price	\$200 per student. Special group pricing available.
Course Materials Provided	Student manual

Prerequisites

Before starting this course, students are recommended to take the following course or have equivalent knowledge:

- Basic familiarity with any Microsoft Windows operating system.

Instructor

Your class is only as good as your instructor! In our industry, a very small percentage of people have both excellent teaching skills and technical experience. Pinnacle ProDev LLC hand picks a very limited number of instructors who have both of these abilities, as well as share our teaching philosophy. Generally, we've known these people for several years, and seen firsthand their classroom abilities. You'll quickly find that our instructors have not only great communications skills, but also a genuine interest in helping their participants succeed.

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Microsoft® Office Excel® 2007: Level 1 (Second Edition) Course Outline

Lesson 1: Creating a Basic Worksheet

- **Topic 1A:** Explore the User Interface and the Ribbon
- **Topic 1B:** Navigate and Select in Excel
- **Topic 1C:** Obtain Help
- **Topic 1D:** Enter Data and Save a Workbook
- **Topic 1E:** Customize the Quick Access Toolbar

Lesson 2: Performing Calculations

- **Topic 2A:** Create Basic Formulas
- **Topic 2B:** Calculate with Functions
- **Topic 2C:** Copy Formulas and Functions

Lesson 3: Modifying a Worksheet

- **Topic 3A:** Manipulate Data
- **Topic 3B:** Insert and Delete Cells, Columns, and Rows
- **Topic 3C:** Search for Data in a Worksheet
- **Topic 3D:** Spell Check a Worksheet

Lesson 4: Formatting a Worksheet

- **Topic 4A:** Modify Fonts
- **Topic 4B:** Add Borders and Color to Cells
- **Topic 4C:** Change Column Width and Row Height
- **Topic 4D:** Apply Number Formats
- **Topic 4E:** Position Cell Contents
- **Topic 4F:** Apply Cell Styles

Lesson 5: Printing Workbook Contents

- **Topic 5A:** Print Workbook Contents Using Default Print Options
- **Topic 5B:** Set Print Options
- **Topic 5C:** Set Page Breaks

Lesson 6: Managing Large Workbooks

- **Topic 6A:** Format Worksheet Tabs
- **Topic 6B:** Manage Worksheets in a Workbook
- **Topic 6C:** Manage the View of Large Worksheets

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