

MOS Excel 2007 Core

Course Aims

The course empowers the trainee to understand the basic concepts of spreadsheets and to demonstrate the ability to use a spreadsheet application on a personal computer. He or she will understand and be able to accomplish basic operations associated with developing, formatting and using a spreadsheet. The trainee will be able to accomplish standard mathematical and logical operations using basic formulas and functions. The trainee will be able to demonstrate competence in using some of the more advanced features of a spreadsheet application such as importing objects, and creating graphs and charts.

This course prepares the participants for the Microsoft Office Specialist exams.

Pre-requisites

An understanding of Windows / Microsoft Excel 97 to 2003 will be an added advantage

Level	Duration	Time
Basic & Intermediate	3 Days / 24 Hours	9:00 am to 6:00 pm

Module 1. Using Basic Workbook Skills

- Entering Text into Cells
- Entering Numbers into Cells
- Entering Values into a Range
- Using the Auto Fill Feature
- Saving a New Workbook
- Closing a Workbook
- Creating a New Workbook
- Using a Template
- Opening an Existing Workbook
- Using Data Entry Shortcuts
- Editing Cell Entries
- Checking Worksheet Spelling
- Creating a New Folder
- Renaming an Existing Workbook
- Labs - Using Basic Workbook Skills

Module 2. Using Formulas and Functions

- Using Formulas
- Entering Formulas
- Using Functions
- Using the AutoSum Button
- Using the AutoSum List
- Using Formula AutoComplete
- Inserting Functions in Formulas
- Editing Functions
- Using the AutoCalculate Feature
- Using Range Borders to Modify Formulas
- Checking Formula Errors
- Creating an Absolute Reference
- Showing Formulas
- Labs - Creating Simple Formulas

Module 3. Using Range Names

- Working with Range Names
- Jumping to a Named Range
- Assigning Names
- Using Range Names in Formulas
- Deleting Range Names
- Labs - Using Range Names

Module 4. Using Advanced Functions

- Using Lookup Functions
- Using the VLOOKUP Function
- Using the HLOOKUP Function
- Using the IF Function
- Using SUMIF
- Using COUNTIF
- Using COUNTA

- Labs - Using Advanced Functions

Module 5. Using Conditional and Custom

- Applying Conditional Formats
- Changing a Conditional Format
- Adding a Conditional Format
- Using Data Bars
- Deleting a Conditional Format
- Creating a Custom Number Format
- Labs - Using Conditional and Custom Formats

Module 6. Using Page Setup

- Setting Margin and Centering Options
- Changing Page Orientation and Paper Size
- Repeating Row and Column Labels
- Scaling a Worksheet
- Changing Page Breaks
- Setting/Removing a Print Area
- Changing Sheet Options
- Creating Headers and Footers
- Using Built-in Headers and Footers
- Labs - Using Page Setup

Module 7. Using Large Worksheets

- Increasing the Magnification
- Decreasing the Magnification
- Changing the Magnification of a Range
- Switching to Full Screen View
- Splitting the Window
- Removing Split Windows
- Freezing the Panes
- Unfreezing the Panes
- Coloring Worksheet Tabs
- Copying Worksheets
- Labs - Using Large Worksheets

Module 8. Managing Files

- Changing Workbook Properties
- Selecting File Views
- Sorting Excel Files
- Using the Document Recovery Pane
- Inspecting a Document
- Marking a Document as Final
- Saving to a PDF Format
- Using the Compatibility Checker
- Converting a File to 2007 Format
- Saving as a Binary Format
- Labs - Managing Files

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Module 9. Using Worksheet Protection

- Unlocking Cells in a Worksheet
- Protecting a Worksheet
- Unprotecting a Worksheet
- Creating Allow-Editing Ranges
- Deleting Allow-Editing Ranges
- Protecting Workbook Windows
- Unprotecting Workbook Windows
- Assigning a Password
- Opening a Password-protected File
- Removing a Password
- Labs - Using Worksheet Protection

Module 10. Creating Charts

- Using Charts
- Creating Charts
- Moving and Resizing Charts
- Identifying Chart Elements
- Changing the Chart Type
- Changing the Plot Direction
- Removing/Adding a Legend
- Moving the Legend
- Charting Non-adjacent Ranges
- Changing the Chart Range
- Changing the Data Source
- Changing the Chart Location
- Printing a Chart
- Labs - Creating Charts

Module 11. Formatting Charts

- Formatting Charts
- Adding Chart Titles
- Formatting Chart Elements
- Changing the Text Orientation
- Adding a Data Table
- Creating an Exploded Pie Chart
- Adjusting the 3-D View
- Deleting a Chart
- Labs - Formatting Charts

Module 12. Using Shapes and SmartArt

- Working with Shapes
- Drawing a Callout
- Drawing a Basic Shape
- Working with Connectors
- Drawing a Flowchart Shape
- Drawing a Block Arrow
- Adding SmartArt
- Working with SmartArt
- Adding a 3-D Effect
- Applying a 3-D Setting
- Labs - Using Shapes and SmartArt

Module 13. Working with Comments

- Creating Comments
- Viewing a Comment
- Reviewing Comments
- Printing Comments
- Labs - Working with Comments

Module 14. Using Paste Special

- Working with Paste Special
- Copying Values between Worksheets

- Copying Formulas between Worksheets
- Performing Mathematical Operations
- Using the Paste Options Button
- Using the Paste List
- Using the Clipboard Task Pane
- Labs - Using Paste Special

Module 15. Working with Tables

- Using Tables
- Creating a Table from Existing Data
- Changing the Table Name
- Changing the Table Style
- Changing Table Style Options
- Creating a Total Row
- Adding Table Rows and Columns
- Inserting/Deleting Table Rows/Columns
- Creating a Calculated Column
- Selecting Parts of a Table
- Moving a Table
- Sorting Data by Multiple Levels
- Removing Duplicates from a Table
- Creating Subtotals in a List
- Removing Subtotals from a List
- Labs - Working with Tables

Module 16. Using AutoFilter

- Enabling AutoFilter
- Using AutoFilter to Filter a List
- Using Text Filters
- Using Number Filters
- Clearing AutoFilter Criteria
- Creating a Custom AutoFilter
- Disabling AutoFilter
- Labs - Using AutoFilter

Module 17. Sharing Workbook

- Sharing Workbook
- Editing Changes in a Shared Workbook
- Highlight Changes
- Merge Workbook
- Accept or Reject Changes
- Displaying History Worksheet
- Remove Sharing Feature
- Labs – Sharing Workbook