

## **308 – Intro to Microsoft Excel**

This course provides the basics as well as advanced knowledge in handling spreadsheet and database projects. Instruction is designed to make these experiences user friendly throughout the course. Knowledge of the keyboard is essential.

### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- explore the Microsoft Excel 2007 environment and create a basic worksheet.
- perform calculations.
- modify a worksheet.
- format a worksheet.
- print workbook contents.
- manage large workbooks.
- organize worksheet and table data using various techniques.
- create and modify charts.
- analyze data using PivotTables and PivotCharts.
- insert graphic objects.
- customize and enhance workbooks and the Microsoft Excel environment.

### **Course Content**

#### **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

**Lesson 7: Calculating Data with Advanced Formulas**

Topic 7A: Manage Cell and Range Names

Topic 7B: Calculate Data Across Worksheets

Topic 7C: Use Specialized Functions

Topic 7D: Analyze Data with Logical and Lookup Functions

**Lesson 8: Organizing Worksheet and Table Data**

Topic 8A: Create and Modify Tables

Topic 8B: Format Tables

Topic 8C: Sort or Filter Worksheet or Table Data

Topic 8D: Calculate Data in a Table or Worksheet

**Lesson 9: Presenting Data Using Charts**

Topic 9A: Create a Chart

Topic 9B: Modify Charts

Topic 9C: Format Charts

**Lesson 10: Analyzing Data Using PivotTables and PivotCharts**

Topic 10A: Create a PivotTable Report

Topic 10B: Analyze Data Using PivotCharts

**Lesson 11: Inserting Graphic Objects**

Topic 11A: Insert and Modify Pictures and ClipArt

Topic 11B: Draw and Modify Shapes

Topic 11C: Illustrate Workflow Using SmartArt Graphics

Topic 11D: Layer and Group Graphic Objects

**Lesson 12: Customizing and Enhancing Workbooks and the Excel Environment**

Topic 12A: Customize the Excel Environment

Topic 12B: Customize Workbooks

Topic 12C: Manage Themes

Topic 12D: Create and Use Templates