

## EXCEL 2007 INTRODUCTION

<b>Unit Standard</b>	<b>116937</b>
<b>NQF Level</b>	<b>2</b>
<b>Credits</b>	<b>4</b>
<b>Duration</b>	<b>1 Day</b>
<b>Pre-Requisite Training</b>	<b>Computer Essentials</b>

### SYNOPSIS

The main objective of this course is to introduce the delegate to the basic commands, functions and capabilities of Microsoft Excel. It is designed for computer users who are new to spreadsheets.

### COURSE OUTLINE - 2007

- Become familiar with the new user interface;
- Create workbooks;
- Modify workbooks;
- Customize the Excel 2007 program window;
- Enter and revise data;
- Modify worksheets;
- Move data within a workbook;
- Find and replace data;
- Correct and expand upon worksheet data;
- Format cells;
- Define styles;
- Apply workbook themes and table styles;
- Make numbers easier to read;
- Create charts;
- Define a table;
- Name groups of data;
- Create formulas to calculate values;
- Add headers and footers to printed pages;
- Prepare worksheets for printing;

## **COURSE OUTCOMES**

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Use the basic components of Excel in the business working environment;
- Be able to format and manipulate data using Ribbons and Tabs;
- Use basic formulas and functions within Excel;
- File management features of Excel;
- Select and use printers available for printing their Worksheets;
- Use Ranges and Absolute Cell addressing with Excel;
- Work with Excel to modify cells to enhance worksheet appearance;
- Arrange multiple workbooks;
- Customise number formats;
- Use the SUM, AVERAGE, MAX, MIN, COUNT and PMT built-in functions;
- Work within Excel to Chart all spreadsheet data and customise Charts;
- Use workbook management techniques of print and preview features.