

Excel 2007: Basic

Topic-Level Outline

Days: 1

Prerequisites: *Windows XP: Basic* or *Windows Vista: Basic* or equivalent experience

Unit 1: Getting started

Topic A: Spreadsheet terminology

Topic B: Exploring the Excel window

Topic C: Getting help

Topic D: Navigating workbooks

Unit 2: Entering and editing data

Topic A: Entering and editing text and values

Topic B: Entering and editing formulas

Topic C: Working with pictures

Topic D: Saving and updating workbooks

Unit 3: Modifying a worksheet

Topic A: Moving and copying data

Topic B: Moving and copying formulas

Topic C: Absolute and relative references

Topic D: Inserting and deleting ranges, rows, and columns

Unit 4: Using functions

Topic A: Entering functions

Topic B: AutoSum

Topic C: Other useful functions

Unit 5: Formatting worksheets

Topic A: Formatting text

Topic B: Formatting rows and columns

Topic C: Formatting numbers

Topic D: Conditional formatting

Topic E: Copying formats and applying table formats

Unit 6: Printing

Topic A: Preparing to print

Topic B: Page Setup options

Topic C: Printing worksheets

Unit 7: Creating charts

Topic A: Chart basics

Topic B: Modifying charts

Topic C: Printing charts

Unit 8: Managing large workbooks

Topic A: Viewing large worksheets

Topic B: Printing large worksheets

Topic C: Using multiple worksheets