

Microsoft Excel 2007 Level-1

This course utilizes and includes the Thomson ILT series book for Office 2007. This book features a companion CBT program CD and teaches the basic functions and features of Excel 2007. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

Book Contents:

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- 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

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Unit 4: Using functions

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Unit 5: Formatting worksheets

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Unit 8: Managing large workbooks

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