

**Microsoft Excel 2007 Beginning:** In this course, the student will learn all the basics of creating, modifying, saving and printing a worksheet or workbook. The student will learn about the Excel spreadsheet program and its many tools that are included that enable the user to analyze, store, and retrieve data helping to make good business decisions.

- Excel Spreadsheets
  - Defining the spreadsheet components
  - The Excel window
  - The Help command
  - Moving from sheet to sheet within a workbook
  - Moving from workbook to workbook
  
- Worksheet Data
  - Entering text and values
  - Entering formulas
  - Entering pictures
  - Formatting entries
  - Saving a workbook
  - Updating a workbook
  
- Worksheet Modification
  - Copying and Moving data
  - Copying and Moving formulas
  - Absolute cell references
  - Relative cell references
  - Inserting rows and columns
  - Deleting rows and columns
  - Ranges
  - Resizing rows and columns
  
- Worksheet Functions
  - Entering functions into a cell
  - Using the AutoSum function
  - More functions
  - Modifying functions
  
- Worksheet Formatting
  - Text
  - Rows and columns
  - Numbers
  - Applying conditional formatting
  - Copying formats with Format Painter
  - Table formats
  
- Worksheet Printing
  - Final Preparation (checking)
  - Page Setup
  - Printing worksheets and workbooks
  
- Worksheet Charts

- Creating charts
- Chart modification
- Chart printing
  
- Large Workbook Management
  - Worksheet views
  - Multiple Worksheets
  
- Saving Workbooks
  - Preparation
  - Simple save
  - Different file types