

One-on-One Personal Computer Training

Get Started Here

Microsoft Excel is the world's most popular spreadsheet program.

One-on-One Personal Computer Training provides a comprehensive introduction to Excel 2007 and will enable your students to become productive with the product.

Learning Outcomes

This course is designed for people who are new to spreadsheets. It covers the essential features people need in day-to-day use of Excel.

At the end of the course, the student will be able to:

- ☞ Understand the purpose and use of spreadsheets
- ☞ Use the basic features of Excel
- ☞ Create, edit, format and print a worksheet
- ☞ Open, save and close workbooks
- ☞ Produce charts of worksheet data
- ☞ Use formulas and Excel's built-in functions
- ☞ Work with Excel's workbooks
- ☞ Improve the appearance of worksheets with features such as borders, shading and colour
- ☞ Save time with features such as drag-and-drop, Format Painter, shortcut menus and Undo
- ☞ Take advantage of features such as toolbars, zoom, Print Preview, Help and the Office Assistant
- ☞ Employ productivity tools such as AutoFormat, AutoFit, AutoFill, AutoCalculate, AutoComplete and AutoSum

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

Introduction to Excel 2007 for Windows

Contents

Level 1

- ☞ Introduction to spreadsheets and terminology
- ☞ Starting and leaving Excel
- ☞ Working the Ribbon
- ☞ Components of the Excel screen
- ☞ Help
- ☞ Moving around a worksheet and selecting cells
- ☞ Entering text, numbers and formulas
- ☞ Editing data, undo, redo and repeat
- ☞ Drag and drop, cut, copy and paste
- ☞ Opening, saving and closing workbooks
- ☞ Adjusting column widths and row heights
- ☞ Aligning data, choosing fonts and number formats
- ☞ AutoSum
- ☞ Number Formatting
- ☞ Print preview and printing
- ☞ Simple Charting

Level 2

- ☞ Autofill and working with series
- ☞ Common functions
- ☞ Names for cells and ranges
- ☞ Automatic and manual calculation
- ☞ Working with a Worksheet
- ☞ Applying Borders
- ☞ Finding and replacing data
- ☞ Spelling checker and AutoCorrect
- ☞ Borders, shading, Styles and Format Painter
- ☞ Page Setup
- ☞ Split windows, freeze panes and zoom
- ☞ Page breaks, margins, headers, footers and grid lines
- ☞ Working with workbooks
- ☞ Locating and managing files
- ☞ Creating, editing and formatting charts

Prerequisites

Students should already be familiar with PCs and Windows but no spreadsheet experience is necessary.

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