

Excel 2007/2010 - Worksheets

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to create, edit, format and print spreadsheets. The following course content details what will be covered in this class.

Course Outline

Spreadsheet basics	Opening an existing workbook
Running Microsoft Excel	Copying and Moving data
The Excel screen	Dragging & Dropping
Navigating within a worksheet	Working with the Office Clipboard
Changing the view	Aligning cell data
Working with the Ribbon Bars	Formatting numbers
Working with dialog boxes	Inserting a row/column
Working with help	Deleting a row/column
Entering information	Applying attributes
Editing data	Changing fonts & point size
Deleting data	Cell borders and colors
Working with blocks	Using the Format Painter
Adjusting column width & row height	Working with built-in functions
Entering a formula	Previewing a workbook
Using the auto fill	Changing the page setup
Spell checking the worksheet	Printing your worksheet
Saving your workbook	
Closing a workbook	
Creating a new workbook	

Excel 2007/2010 - Charting and Data Functions

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to create charts and use the data functions of Excel. The following course content details what will be covered in this class.

Course Outline

- Creating a chart object
- Creating a chart sheet
- Selecting and moving chart objects
- Charting non-contiguous ranges
- Pasting items into a chart
- Formatting a chart
- Creating chart templates
- Working with data lists
- Sorting records
- Auto filter data
- Subtotaling data
- Advanced filter
- Creating a table
- Grouping and outlining data

Excel 2007/2010 - Advanced

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to work with advanced functions in Excel. The following course content details what will be covered in this class.

Course Outline

Pivot tables & pivot charts
Create V-Lookup Tables
Using What If Analysis
Adding cell comments
Emailing a Workbook for Review

Attaching a workbook
Consolidating data
Customizing the Ribbon Bars
Customizing styles
Custom views

Excel – Macros

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to create macros. The following course content details what will be covered in this class.

Course Outline

Introduction to Visual Basic for Applications

Assigning macros

Editing macros

Creating decision-making code

Using loop structures

Macro management

Interacting with other programs with macros

Interactive input and message macros

Debugging and testing code

Creating User Interactive Forms