



Microsoft Excel 2007 Basic

1.0 Creating a Basic Worksheet

- 1.1 Exploring the User Interface and the Ribbon
 - 1.2 Customizing the Quick Access Toolbar
 - 1.3 Navigate and Select in Excel
 - 1.4 Enter Data and Saving as a Workbook
 - 1.5 Chapter Review Test
- Lab

2.0 Performing Calculations

- 2.1 Creating Basic Formulas
 - 2.2 Calculating with Functions
 - 2.3 Copying Formulas and Functions
 - 2.4 Chapter Review Test
- Lab

3.0 Modifying a Worksheet

- 3.1 Manipulating Data
 - 3.2 Working with Cells, Columns, and Rows
 - 3.3 Search for Data in a Worksheet
 - 3.4 Spell Checking a Worksheet
 - 3.5 Chapter Review Test
- Lab

4.0 Formatting a Worksheet

- 4.1 Modifying Fonts
 - 4.2 Adding Borders and Color to Cells
 - 4.3 Change Column Width and Row Height
 - 4.4 Applying Number Formats
 - 4.5 Using Styles
 - 4.6 Chapter Review Test
- Lab

5.0 Printing Workbook Contents

- 5.1 Printing Workbook Contents Using Default Print Options
 - 5.2 Setting Page Breaks
 - 5.3 Chapter Review Test
- Lab

6.0 Managing Large Workbooks

- 6.1 Formatting Worksheet Tabs
- 6.2 Manage Worksheets in a Workbook
- 6.3 Manage the View of Large Workbooks
- 6.4 Chapter Review Test