

## Excel 2007 Level 1 (Basic)

### Course Length: 6hrs (1 Day)

In this course, you will use Microsoft Office Excel 2007 to manage, edit, and print data.

### Learning Objectives:

You will create and edit basic Microsoft Office Excel 2007 worksheets and workbooks.

### Course Outline:

#### Section 1: Getting Started

Lesson 1.1: Starting Out

Lesson 1.2: About Workbooks

Lesson 1.3: Exploring Your Workbook

Lesson 1.4: Getting Help in Excel 2007

#### Section 2: The New Interface

Lesson 2.1: The Quick Access Toolbar

Lesson 2.2: The Home Ribbon

Lesson 2.3: The Insert Ribbon

Lesson 2.4: The Page Layout Ribbon

Lesson 2.5: The Formulas Ribbon

Lesson 2.6: The Data Ribbon

Lesson 2.7: The Review Ribbon

#### Section 3: Excel Basics

Lesson 3.1: Working With Excel 2007

Lesson 3.2: Basic Excel Features

Lesson 3.3: Moving Your Data

Lesson 3.4: Smart Tags and Options Buttons

Lesson 3.5: Editing Tools

#### Section 4: Editing Your Workbook

Lesson 4.1: Modifying Cells and Data

Lesson 4.2: Cell Formatting

Lesson 4.3: Enhancing a Worksheet's Appearance

Lesson 4.4: Working With Charts, Part 1

Lesson 4.5: Working with Charts, Part 2

#### Section 5: Printing and Viewing your Workbook

Lesson 5.1: Using the View Ribbon

Lesson 5.2: Managing a Single Window

Lesson 5.3: Managing Multiple Windows

Lesson 5.4: Printing Your Workbook

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**Price: \$275.00**

Guaranteed to Run

**Date:** [Fri 7 Feb, 2020](#)

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- [Wed 3 Jun, 2020](#) [7]
- [Fri 3 Jul, 2020](#) [8]
- [Wed 5 Aug, 2020](#) [9]

**Time:** 9:00 am - 4:00 pm

**Duration:** 1 Day

**Language:** English

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### What You Get:

Training includes 1 course manual, a Certificate of completion, and a voucher for 30 days of After Training Support

### What You Need:

Participants must have basic knowledge of the Windows environment, keyboard and mouse operations as well as a basic understanding of mathematics.

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[10] <https://www.compuease.ca/en/node/add/lmt-registration/lmt-10574>

[11] <https://www.compuease.ca/en/cancellation-policy>

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