

## **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 you 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**

### **Level 1**

- ☞ Introduction to spreadsheets and terminology
- ☞ Starting and leaving Excel
- ☞ Components of the Excel screen
- ☞ The Ribbon, QAT and Status Bar
- ☞ 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, AutoFill, AutoCalculate and AutoFit
- ☞ Print preview and printing

### **Level 2**

- ☞ Creating simple charts
- ☞ Common functions
- ☞ Names for cells and ranges
- ☞ Automatic and manual calculation
- ☞ Relative and absolute references
- ☞ Finding and replacing data
- ☞ Spelling checker and AutoCorrect
- ☞ Borders, shading, AutoFormat and Format Painter
- ☞ Split windows, freeze panes and zoom
- ☞ Page breaks, margins, 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.

### **Enquiries**

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