

AVP Training

Computer Software Training & Consulting

Excel 2007 Introduction (Level 1)

General Description

Acquire the skills necessary to create and manage workbooks with formulas and functions, edit workbook contents and produce charts

Learning Outcomes

Effectively use the Excel interface including the Ribbon, Office Button and Quick Access Toolbar

Create and manage workbook files with basic formulas and formatting

Navigate worksheets and workbooks with ease

Edit data, formulas and functions

Create and manage basic and more complex formulas and functions

Use absolute and mixed references in formulas

Select continuous and non-continuous cell ranges

Copy and fill data using various techniques

Apply font, number and cell alignment formatting techniques

Adjust row and column specifications

Prepare workbooks for basic printing

Generate and format basic charts

Duration

One day (Half day customised (selected topics) option available)

Prerequisite

Basic understanding of Windows

Course Topics Excel 2007 Introduction (Level 1)	Excel 2007 interface
	Managing simple workbooks
	Navigating worksheets and workbooks
	Editing worksheets
	Creating formulas & functions
	Using absolute and mixed references
	Selecting ranges
	Copying and filling data
	Applying formatting
	Adjusting rows and columns
	Printing workbooks
	Creating basic charts

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