



Excel 2007: Level 1

Instructor: Dan Schluckbier

Lesson 1: Exploring the Excel Environment

- Explore the User Interface
- Explore the Ribbon
- Obtain Help
- Customize the Quick Access Toolbar

Lesson 2: Working with an Excel Worksheet

- Navigate in Excel
- Select and Enter Data
- Save a Workbook

Lesson 3: Modifying a Worksheet

- Manipulate Data
- Insert and Delete Cells
- Search for Data in a Worksheet
- Spell Check

Lesson 4: Performing Calculations

- Create Basic Formulas
- Calculate with Functions
- Copy Formulas and Functions
- Create a Mixed Reference

Lesson 5: Formatting a Worksheet

- Convert Text to Columns
- Modify Fonts
- Add Borders and Color to Cells
- Change Column Width and Row Height
- Merge Cells
- Apply Number Formats
- Align Cell Contents

Lesson 6: Developing a Workbook

- Format Worksheet Tabs
- Reposition Worksheets in a Workbook
- Insert and Delete Worksheets
- Copy and Paste Worksheets

Lesson 7: Printing Workbook Contents

- Set Print Titles
- Set Page Margins
- Create a Header and Footer
- Change Page Orientation
- Insert and Remove a Page Break
- Print a Range

Lesson 8: Customizing Layout

- Split a Worksheet
- Arrange Windows
- Freeze and Unfreeze Rows and Columns
- Hide and Unhide Rows and Columns

**For more information or to register,
please call 989.797.4075.**