

Excel 2007

Beginner

4 modules - 43 topics

Working environment (Level 1)

Assessment of basic knowledge of the working environment.

Spreadsheet application basics

Overview of the environment

Moving around a workbook

Undoing and redoing an action

Zoom

Total number of topics in the module: 5

Workbooks (Level 1)

Assessment of basic skills with workbooks.

Opening a workbook

Saving a workbook

Applying a theme

Page layout

Print preview and printing

Creating a new workbook

Inserting/deleting rows, columns and cells

Sheet name, tab colour

Total number of topics in the module: 8

Data (Level 1)

Assessment of basic skills with data.

Entering data

Modifying the contents of a cell

Selecting and deleting cells

Entering a calculation formula

Calculating a sum or another simple statistic

Calculating a percentage

Reproducing data in adjacent cells

Simple numerical formats

Formatting characters

Character font and size

Aligning cell content

Cell colour

Cell borders

Column width/row height

Moving cells

Copying to non-adjacent cells

Absolute reference in a formula

Control date, date formats

Creating and managing a table

Formatting a table

Automatic calculations in a table

Automatic filtering

Total number of topics in the module: 22

Graphics (Level 1)

Assessment of basic skills with graphics.

Creating and positioning a chart

Managing a chart

Selecting items in a chart

Adding and removing items

Formatting chart items

Modifying a chart's text items

Legend and plot area

Printing and page layout of a chart

Total number of topics in the module: 8