



Excel 2007

Proficient user syllabus

5 modules - 63 topics

What you should know, level 1

Verification of level 1 skills.

Overview of the environment
Opening a workbook
Selecting and deleting cells
Calculating a sum or another simple statistic
Calculating a percentage
Simple numerical formats
Applying a theme
Cell colour
Page layout
Zoom
Inserting/deleting rows, columns and cells
Copying to non-adjacent cells
Control date, date formats
Managing a chart
Modifying a chart's text items
Formatting a table
Automatic calculations in a table
Total number of topics in the module: 17

Working environment (Level 2)

Assessment of intermediate-level knowledge of the working environment.

Freezing a column/row on the screen
Total number of topics in the module: 1

Workbooks (Level 2)

Assessment of intermediate-level skills with workbooks.

Inserting and deleting sheets, sheet background
Moving, copying, hiding sheets
Repeating row/column headings on printed pages
Hiding elements of a sheet
Print area
Page breaks
Headers and footers
Finalising a workbook
Total number of topics in the module: 8

Data (Level 2)

Assessment of intermediate-level skills with data.

Copying cell format quickly
Merging cells
Orientation of cell content
Displaying several lines of data in one cell
Cell styles
Copying the results of a calculation
Simple conditions
Applying a conditional format
Managing conditional formats
Sorting a table
Naming a range of cells
Using cell ranges in functions
Subtotal rows
Summarising data with an outline
Attaching a comment to a cell
Custom filters
Blank cells and duplicates
Find and replace
Checking spelling
Hyperlink
Transfer, export: PDF, XPS, e-mail and Web page
Converting Excel files

Total number of topics in the module: 22

Graphics (Level 2)

Assessment of intermediate-level skills with graphics.

Data series and chart axes
Managing series
Chart type options
Managing chart templates
Creating a drawing object
Selecting and deleting objects
Copying and moving objects
Resizing a drawing object
Modifying a text box
Modifying a drawing
Formatting drawing objects
Inserting a picture
Managing pictures
Rotating and aligning objects
Stacking objects

Total number of topics in the module: 15