# Excel 2007/2010 - Worksheets

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to create, edit, format and print spreadsheets.  The following course content details what will be covered in this class.

**Course Outline**

Spreadsheet basics
Running Microsoft Excel
The Excel screen
Navigating within a worksheet
Changing the view
Working with the Ribbon Bars
Working with dialog boxes
Working with help
Entering information
Editing data
Deleting data
Working with blocks
Adjusting column width & row height
Entering a formula
Using the auto fill
Spell checking the worksheet
Saving your workbook
Closing a workbook
Creating a new workbook

Opening an existing workbook
Copying and Moving data
Dragging & Dropping
Working with the Office Clipboard
Aligning cell data
Formatting numbers
Inserting a row/column
Deleting a row/column
Applying attributes
Changing fonts & point size
Cell borders and colors
Using the Format Painter
Working with built-in functions
Previewing a workbook
Changing the page setup
Printing your worksheet

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to create charts and use the data functions of Excel.  The following course content details what will be covered in this class.

**Course Outline**

Creating a chart object
Creating a chart sheet
Selecting and moving chart objects
Charting non-contiguous ranges
Pasting items into a chart
Formatting a chart
Creating chart templates
Working with data lists
Sorting records
Auto filter data
Subtotaling data
Advanced filter
Creating a table
Grouping and outlining data

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to work with advanced functions in Excel.  The following course content details what will be covered in this class.

**Course Outline**

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|---|---|
| Pivot tables & pivot charts | Attaching a workbook |
| Create V-Lookup Tables | Consolidating data |
| Using What If Analysis | Customizing the Ribbon Bars |
| Adding cell comments | Customizing styles |
| Emailing a Workbook for Review | Custom views |

# *Excel – Macros*

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to create macros.  The following course content details what will be covered in this class.

**Course Outline**

Introduction to Visual Basic for Applications
Assigning macros
Editing macros
Creating decision-making code
Using loop structures
Macro management
Interacting with other programs with macros
Interactive input and message macros
Debugging and testing code
Creating User Interactive Forms

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