

Microsoft Excel 2007 - Introductory

A 1 day course delivered by Charles Darwin University.

COURSE INFORMATION

Microsoft Excel, the world's most popular PC spreadsheet software, provides many useful tools for organising, analysing, and transforming data. Microsoft Excel 2007 Introductory provides the learner with the skills and knowledge necessary to create workbooks in Microsoft Excel.

This course is designed for beginner users who have little or no understanding, knowledge of, or experience in using Microsoft Excel. Microsoft Excel 2007 Introductory assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

LEARNING OUTCOMES

Participants who complete this course should be able to:

- Create a new workbook,
- Add and work with data,
- edit data,
- work with formulas,
- print and create charts

COURSE CONTENT

This course covers the following areas:

- work within the basic Excel environment
- create a new workbook
- open and navigate within workbooks and worksheets
- make changes to data in a workbook
- understand, create and work with formulas and functions used to perform calculations
- understand and use formula cell referencing to create more complex formulas
- understand and work with ranges in a worksheet
- copy and paste data in Excel
- use font formatting techniques to greatly enhance the look of a worksheet
- align the contents of cells in a number of ways
- format rows and columns in a worksheet
- understand and use the number formatting features in Excel
- print your workbook data
- create effective charts in Microsoft Excel

FOR MORE INFORMATION CONTACT

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