



# Microsoft Excel 2007 Fundamentals

Course Fee: \$229 + GST

Course Duration: 6 hrs (2 half days)

## Course Objective

This course is designed to introduce the Learner to the basic commands and functionality of Microsoft Excel. Upon successful completion of this course, you should be able to:

- Work with the Screen Tips, Ribbon, and Quick Access toolbar
- Create a basic worksheet by entering text, values, and formulas.
- Build formulas and use SUM functions.
- Move and copy data by using shortcut menus, drag-and-drop editing, and toolbar buttons.
- Change the appearance of worksheet data by using a variety of formatting techniques.
- Prepare a document for printing using a variety of printing options.
- Create a simple chart.

## Prerequisites

A working knowledge of a Microsoft Windows operating system and have keyboard and mouse skills..

## Delivery Method

Instructor led, group-paced, classroom-delivery learning with hands-on activities.

***We provide manuals with each course with practice exercises and free support on information covered in the course.***