MID-AMERICA TECHNOLOGY CENTER

ADULT TRAINING & DEVELOPMENT COURSE SYLLABUS

Instructor: Jerry Merrell
Course Title: Microsoft Excel 2007
Course Length: 16 hours - 8:30a.m. – 5:00 p.m.

Course Objectives:

This is an entry-level course that will enable students to:

• learn new, and improve existing, skills for personal and business use,
• become familiar with the basic components of Excel 2007,
• construct efficient systems of spreadsheets,
• use and understand basic formulas,
• personalize and manage workbooks,
• utilize keyboard shortcuts for increased efficiency,
• analyze and evaluate data,

Course Outline:

Instructional Methods
The instructor will always be prepared and will have worked the exercises in advance of each class. This course is performance based and interactive. For each exercise the instructor will state what skills are to be covered. The instructor will explain by giving relevant examples and demonstrate step-by-step procedures that the students will then apply. The instructor will manage the pace to ensure that no students are left behind. Students will be instructed to ask questions at any time. The instructor will closely monitor student’s progress and provide positive reinforcement. The classroom will be a safe, pleasant environment for all students at all times.

I. Introduction to Excel
   A. Introductions – instructor and students; determine students’ skill levels and needs
   B. Follow Tech Center’s introductory procedures – handouts, discussion
   C. Basic essentials
      1. What is Excel
      2. Anatomy of a Workbook
      3. User Interface
      4. File management
      5. Navigation
      6. Help
II. Working with Cells
   A. Distinguish Labels and Values
   B. AutoCorrect
   C. Create a series
   D. Alignments
   E. AutoSum
   F. Create a Formula
   G. Ranges
   H. Edit cell data

III. Formatting
   A. Selecting cells/ranges
   B. Themes
   C. Styles
   D. Font formats
   E. Number formats
   F. Copy formats

IV. Managing Workbooks
   A. Copy and paste data
   B. Insert/delete columns/rows
   C. Insert/delete/copy/move/rename worksheets
   D. Hide/Unhide sheets
   E. Group sheets
   F. Adjust column widths and row heights
   G. Insert graphics
   H. Adjust margins
   I. Insert header/footer
   J. Print
   K. Basic Charts

V. Formulas
   A. Create formulas
   B. Edit formulas
   C. Common functions
   D. Relative reference
   E. Absolute reference
   F. AutoCalculate

VI. Multi-page spreadsheets
   A. Use repeating row/column titles (labels)
   B. Page Break Preview
C. Freeze columns/rows
D. Sort and Filter

Study Material (Textbooks, workbooks, handouts, etc.):
Learning Microsoft Office Excel 2007 w/CD-ROM data files
Author – Jennifer Fulton
Publisher – Pearson, Prentice Hall/DDC