

# MICROSOFT EXCEL LEVEL ONE

## Excel 1.1

### Unit A: Getting Started with Excel 2007

Understanding Spreadsheet Software  
Touring the Excel 2007 Window  
Understanding Formulas  
Entering Labels and Values and Using AutoSum  
[Navigating a worksheet](#)  
Editing Cell Entries  
[Recovering a lost workbook file](#)  
Entering and Editing a Simple Formula  
[Understanding named ranges](#)  
Switching Worksheet Views  
Choosing Print Options  
[Printing worksheet formulas](#)  
[Scaling to fit](#)

Concepts Review  
Skills Review  
Independent Challenges  
Visual Workshop

### Unit B: Working with Formulas and Functions 25

Creating a Complex Formula  
[Reviewing the order of precedence](#)  
Inserting a Function  
Typing a Function  
[Using the COUNT and COUNTA functions](#)  
Copying and Moving Cell Entries  
[Inserting and deleting selected cells](#)  
Understanding Relative and Absolute Cell References  
[Using a mixed reference](#)  
Copying Formulas with Relative Cell References  
[Using Auto Fill options](#)  
Copying Formulas with Absolute Cell References  
[Using the fill handle for sequential text or values](#)  
Rounding a Value with a Function  
[Creating a new workbook using a template](#)

Concepts Review  
Skills Review  
Independent Challenges  
Visual Workshop

## Excel 1.2

### Unit C: Formatting a Worksheet

Formatting Values  
[Formatting as a table](#)  
Changing Font and Font Size  
[Inserting and adjusting clip art and other images](#)  
Changing Attributes and Alignment  
[Rotating and indenting cell entries](#)  
Adjusting Column Width  
[Changing row height](#)  
Inserting and Deleting Rows and Columns  
[Hiding and unhiding columns and rows](#)  
[Adding and editing comments](#)  
Applying Colors, Patterns, and Borders  
[Saving time with themes and cell styles](#)  
Applying Conditional Formatting  
[Managing conditional formatting rules](#)  
Naming and Moving a Sheet  
[Copying worksheets](#)  
Checking Spelling  
[E-mailing a workbook](#)

Concepts Review  
Skills Review  
Independent Challenges  
Visual Workshop

# MICROSOFT EXCEL LEVEL ONE

## Excel 1.3

### Unit D: Working with Charts

Planning a Chart

Creating a Chart

[Using the contextual Chart Tools tabs](#)

Moving and Resizing a Chart

[Moving an embedded chart to a sheet](#)

Changing the Chart Design

[Creating a Combination Chart](#)

[Working with a 3-D chart](#)

Changing the Chart Layout

[Adding data labels to a chart](#)

Formatting a Chart

[Changing alignment in axis text and titles](#)

Annotating and Drawing on a Chart

[Adding SmartArt graphics](#)

Creating a Pie Chart

[Using the Page Setup dialog box for a chart](#)

Concepts Review

Skills Review

Independent Challenges

Visual Workshop

## Excel 1.4

### Unit E: Analyzing Data Using Formulas

Formatting Data Using Text Functions

[Using text functions](#)

Summing a Data Range Based on Conditions

Consolidating Data Using a Formula

[Linking data between workbooks](#)

Checking Formulas for Errors

[Correcting circular references](#)

Constructing Formulas Using Named Ranges

[Managing workbook names](#)

Building a Logical Formula with the IF Function

Building a Logical Formula with the AND Function

[Using the OR and NOT logical functions](#)

Calculating Payments with the PMT Function

[Calculating future value with the FV function](#)

Concepts Review

Skills Review

Independent Challenges

Visual Workshop