

Excel 2007 Introduction

1 Day Course

Objectives

By the end of the day you will know how to:

- Understand the different sections of a spreadsheet
- Enter and edit data
- Modify an existing spreadsheet
- Create a new spreadsheet
- Use basic functions and formulae
- Format worksheets effectively
- Print documents, including large documents effectively
- Create basic charts
- Manage large spreadsheets

Prerequisites

A basic understanding of Microsoft Windows, and familiarity with a keyboard and mouse

Course Contents

Unit 1: Getting started

- Topic A: Spreadsheet terminology
- Topic B: Exploring the Excel window
- Topic C: Getting help
- Topic D: Navigating workbooks

Unit 2: Entering and editing data

- Topic A: Entering and editing text and values
- Topic B: Entering and editing formulas
- Topic C: Working with pictures
- Topic D: Saving and updating workbooks

Unit 3: Modifying a worksheet

- Topic A: Moving and copying data
- Topic B: Moving and copying formulas
- Topic C: Absolute and relative references
- Topic D: Inserting and deleting ranges, rows, and columns

Unit 4: Using functions

- Topic A: Entering functions
- Topic B: AutoSum
- Topic C: Other useful functions

Unit 5: Formatting worksheets

- Topic A: Formatting text
- Topic B: Formatting rows and columns
- Topic C: Formatting numbers
- Topic D: Conditional formatting
- Topic E: Copying formats and applying table formats

Unit 6: Printing

- Topic A: Preparing to print
- Topic B: Page Setup options
- Topic C: Printing worksheets

Unit 7: Creating charts

- Topic A: Chart basics
- Topic B: Modifying charts
- Topic C: Printing charts

Unit 8: Managing large workbooks

- Topic A: Viewing large worksheets
- Topic B: Printing large worksheets
- Topic C: Using multiple worksheets