

## Microsoft Office Excel 2007 (Introduction)

### IN BRIEF

**Delivery:** Instructor Led

**Duration:** 1 day

**Class size:** 10 Students Max.

**Inclusions:** Microsoft Excel 2007 expert instructor, comprehensive course manual, individual computer access and refreshments.

**Audience:** This course is intended for inexperienced Microsoft Excel users who wish to develop their knowledge and skills of basic workbooks.

**Prerequisites:** None

**Products Covered:**  
Microsoft Office Excel 2007

**Further Training:**  
Microsoft Office Excel 2007 (Intermediate)  
Microsoft Office Excel 2007 (Advanced)

### Course Description

This one day, instructor-led course covers aspects of Microsoft Excel involved in building basic workbooks. It includes areas such as layouts, formulas, editing and formatting cells.

### Objectives

At the completion of this courseware participants will be able to:

- Navigate a worksheet
- Insert tables and charts
- Use formulas and format data
- Change the appearance of a worksheet
- Change views within a worksheet
- Manage print and page set ups

### Topics Covered

#### What is Microsoft Excel 2007?

Opening and Interacting with Microsoft Excel  
Closing Excel

#### About Workbooks

Creating and Opening a Workbook  
Saving a Workbook  
About Excel File Types

#### Exploring your Workbook

The Active Cell  
Selecting Cells  
The Zoom Feature

#### Getting Help in Excel 2007

Using the Help Screens

#### The Quick Access Toolbar

The Default Buttons  
Adding and Removing Buttons  
Customizing the Toolbar

#### The Home Ribbon

Clipboard and Fonts  
Alignment and Number  
Style, Cells and Editing

#### The Insert Ribbon

Tables and Charts  
Illustrations and Shapes  
Links and Text

#### The Page Layout Ribbon

Themes, Page Setup and Scale to Fit  
Sheet Options and Arrange

#### The Formulas Ribbon

The Function Library  
Defined Names  
Formula Auditing and Calculation

#### The Data Ribbon

Get External Data and Connections  
Sort and Filter  
Data Tools and Outline

#### The Review Ribbon

Proofing, Changes and Comments

#### Working With Excel 2007

Columns, Rows, Cells, and Ranges  
Creating Worksheet Labels  
Entering and Deleting Data  
Printing Your Worksheet

#### Basic Excel Features

What is AutoFill, AutoComplete & AutoSum?  
Working with Basic Formulas

#### Moving your Data

Dragging and Dropping Cells  
Cut, Copy, and Paste Cells  
Paste Special

Insert and Delete Cells, Rows, and Columns  
Using Undo, Redo, and Repeat

#### Smart Tags and Options Buttons

The Error, AutoFill and Paste Option Button  
Setting Smart Tag Options

#### Editing Tools

Using AutoCorrect and Spell Check  
Using Find and Replace  
Adding Comments

#### Modifying Cells and Data

Changing the Size of Rows or Columns  
Adjusting Cell Alignment and Rotating Text  
Creating Custom Number and Date Formats

#### Cell Formatting

Conditional Formatting  
Cell Merging and AutoFit  
Find and Replace Formatting

#### Enhancing a Worksheet's Appearance

Adding Patterns, Borders and Colors  
Working with Styles

#### Working With Charts

Creating and Formatting a Chart  
Modifying Charts with the Layout Ribbon  
Manipulating a Chart  
Enhancing a Chart with Shapes and Graphics  
Changing the Type of Chart or Source Data  
Working with the Chart Axis and Data Series  
Saving a Chart as a Template

#### Using the View Ribbon

Using Normal, Full Screen or Page Layout View  
Page Break Preview

#### Managing a Single Window

Creating, Hiding and Unhiding a Window  
Freezing a Pane

#### Managing Multiple Windows

Switching Between Open Workbooks  
Arranging and Comparing Workbooks  
Synchronous Scrolling, Resetting a Window, and Saving a Workspace

#### Printing your Workbook

Opening Print Preview  
Quick Printing  
Using Page Setup