

Upgrading to Microsoft Office Excel 2007

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 new Microsoft Excel 2007 users who wish to explore the new ribbon and features.

Prerequisites: It is important for learners to have a general understanding of personal computers and the Windows operating system as the learner will be required to start applications, work with and copy files, and locate file folders.

Products Covered:
Microsoft Office Excel 2007

Course Description

This one day, instructor-led course covers the skills and knowledge required to navigate the features in Excel 2007. The course covers saving and printing, templates and layouts as well as PivotTables.

Objectives

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

- Get help in Excel 2007
- Navigate the Excel 2007 ribbon
- Change page layout and data
- Use templates and formulas
- Create and modify charts
- Create and modify PivotTables
- Customise a workbook

Topics Covered

Starting Out

What's New in Excel 2007?

Our Favorite Features

Interface Overview

Getting Help in Excel

Using the Help Screen

About Online and Offline Help

Saving your Files

File Formats and Properties

AutoRecover

Upgrading a Workbook

Using the View Ribbon

Using Normal and Full Screen View

Using Page Layout View

Using Page Break Preview

Printing your Workbook

Using the Print Preview Ribbon

Quick Printing

Using Page Setup

The Quick Access Toolbar

The Default Buttons

Adding and Removing Buttons

Customizing the Toolbar

The Home Ribbon

Clipboard and Font

Number and Style

Cells and Editing

The Insert Ribbon

Tables and Charts

Illustrations and Shapes

Links and Text

The Page Layout Ribbon

Themes and Page Setup

Scale to Fit

Sheet Options and Arrange

Proofing, Comments and Changes

The Formulas Ribbon

Defined Names

Formula Auditing

Calculation

The Data Ribbon

Get External Data

Connections

Sort and Filter

Data Tools

Using Templates

Opening and Downloading a Template

Using and Creating a Template

Using Formulas in Excel

Understanding Relative and Absolute Cell References

Basic Mathematical Operators

Using Formulas with Multiple Cell References

The Formula Auditing Buttons

Fixing Formula Errors

Displaying and Printing Formulas

Customizing your Workbook

Inserting a Symbol or Special Character

Adding and Editing Shapes

Creating and Altering Diagrams

Changing the Diagram Type

Incorporating Text and Adding a Signature Line

Finishing your Workbook

Using the Document Inspector

Using the Compatibility Checker

Marking a Workbook as Final

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

PivotTables

Creating a PivotTable and a PivotTable Frame

Specifying and Rearranging PivotTable Data

More about PivotTables

Modifying PivotTable Calculations

Formatting and Refreshing a PivotTable

Charting and Creating a PivotTable

Using Excel with other Programs and Files

Using Outlook to Send Excel Data

Opening an Excel File in a Different Format

Importing Data from a Text File

Importing Data from External Data Sources

Publishing a Workbook as a PDF File

Faxing a Workbook