



Microsoft Excel 2007- Introduction

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Microsoft Excel Introduction - is a one-day course which introduces students to basic Excel tools used to create spreadsheets. Students will learn to work with label and values as well as creating basic functions and formulas. Students will gain knowledge for using Excel shortcuts and leave with many tips and tricks. This course will also discuss formatting options for labels and values that will keep data organized with a nice clean visual appearance.

Target Student: Anyone interested in acquiring skills necessary to create, edit, and format, Microsoft Excel spreadsheets.

Prerequisites: Before taking this course, you should have a basic understanding of using Windows applications.

Delivery Method: Instructor-led, learning model with structured hands-on activities.

Benefits: Upon successful completion of this course, you will be able to manage, edit, and create basic spreadsheets using Microsoft Excel.

Other Excel 2007 Courses:

Microsoft Excel -Advanced Students will take their knowledge of Excel to the next level. Learn to work with worksheets, data analysis tools, and data ranges.

Microsoft Excel - Advanced Functions and Formulas Learn to create formulas in Excel using built in functions. With hundreds of functions available in Excel advance your understanding with several useful functions.

Microsoft Excel - Creating Charts Learn to visually display data in an Excel chart. Students will work with different chart types and how to format the data.

Microsoft Excel - Working with Macros Macros are an action or a set of actions that you can use to automate tasks. Macros are recorded in the Visual Basic for Applications programming language. Students will learn to record and edit macros.

Microsoft Excel - Creating PivotTables Learn to create a PivotTable report that will allow you to summarize, analyze, explore, and present summary data.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Understand the difference between Functions and Formulas.
- Develop an understanding of operators and the order of operations.
- Perform calculations manually.
- Create calculations using the built-in functions.
- Edit Cells with calculations.
- Understand the difference between Relative Referencing and Absolute Referencing..



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1 Day

The Fundamentals	Working with Cell Alignment
Starting Excel 2007	Adding Cell Borders, Background Colors and Patterns
What's New in Excel 2007	Using the Format Painter
Understanding the Excel Program Screen	Using Cell Styles
Understanding the Ribbon	Using Document Themes
Using the Office Button and Quick Access Toolbar	Applying Conditional Formatting
Using Keyboard Commands	Creating and Managing Conditional Formatting Rules
Using Contextual Menus and the Mini Toolbar	Finding and Replacing Formatting
Using Help	
Exiting Excel 2007	Working with Tables
	Creating a Table
Worksheet Basics	Working with Table Size
Creating a New Workbook	Working with the Total Row
Opening a Workbook	Working with Table Data
Navigating a Worksheet	Summarizing a Table with a PivotTable
Entering Labels	Using the Data Form
Entering Values	Using Table Styles
Selecting a Cell Range	Using Table Style Options
Overview of Formulas and Using AutoSum	Creating and Deleting Custom Table Styles
Entering Formulas	Convert or Delete a Table
Using AutoFill	
Understanding Absolute and Relative Cell References	Creating and Working with Charts
Using Undo and Redo	Creating a Chart
Saving a Workbook	Resizing and Moving a Chart
Previewing and Printing a Worksheet	Changing Chart Type
Closing a Workbook	Applying Built-in Chart Layouts and Styles
	Working with Chart Labels
Editing a Worksheet	Working with Chart Axes
Editing Cell Contents	Working with Chart Backgrounds
Cutting, Copying, and Pasting Cells	Working with Chart Analysis Commands
Moving and Copying Cells Using the Mouse	Formatting Chart Elements
Using the Office Clipboard	Changing a Chart's Source Data
Using the Paste Special Command	Using Chart Templates
Checking Your Spelling	
Inserting Cells, Rows, and Columns	Working with Page Layout and Printing
Deleting Cells, Rows, and Columns	Creating Headers and Footers
Using Find and Replace	Using Page Breaks
Using Cell Comments	Adjusting Margins and Orientation
Using the Research Task Pane	Adjusting Size and Scale
Tracking Changes	Adding Print Titles, Gridlines and Headings
	Advanced Printing Options
Formatting a Worksheet	
Formatting Labels	
Formatting Values	
Adjusting Row Height and Column Width	

