

COURSE OUTLINE

MICROSOFT EXCEL 2007

INTRODUCTION

(Duration: 1 Day)

Course Objectives

This course covers the essential concepts of Excel 2007 and spreadsheets, including guidance on how to use the new Excel interface, and how to create a spreadsheet from scratch. The lessons concentrate on starting Excel, using and customizing the interface, worksheets, basic workbook skills, ranges, simple formulas, copying and moving data, and printing. In addition, the lessons cover page layout, formatting, working with columns and rows, automatic formatting, styles and getting help.

Prerequisites

An understanding of Windows.

Course Outline

Basic Excel Skills

Exploring Excel

- Working with Excel
- Starting Excel
- Using the Interface
- Using the Office button
- Exploring Excel Options
- Working with Worksheets
- Using the Ribbon Tabs
- Hiding the Ribbon
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Customizing the Status Bar
- Exiting Excel

Using Basic Workbook Skills

- Selecting a Cell using the Keyboard
- Using KeyTips
- Scrolling using the Mouse
- Using the Scrollbar Shortcut Menu
- Using the Go To Dialog Box
- Entering Text into Cells
- Entering Numbers into Cells
- Saving a New Workbook
- Closing a Workbook
- Creating a New Workbook
- Using a Template
- Opening an Existing Workbook
- Using Data Entry Shortcuts

- Editing Cell Entries
- Checking Worksheet Spelling
- Creating a New Folder
- Renaming an Existing Workbook

Working with Ranges

- Using Ranges
- Selecting Ranges with the Mouse
- Selecting Ranges with the Keyboard
- Selecting Non-adjacent Ranges
- Entering Values into a Range
- Using the Auto Fill Feature

Creating Simple Formulas

- Using Formulas
- Entering Formulas
- Using Functions
- Using the AutoSum Button
- Using the AutoSum List
- Using Formula AutoComplete
- Inserting Functions in Formulas
- Editing Functions
- Using the AutoCalculate Feature
- Using Range Borders to Modify Formulas
- Checking Formula Errors

Copying and Moving Data

- Copying/Cutting and Pasting Data
- Copying and Pasting Formulas

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- Using the Paste Options Button
- Using the Paste List
- Using the Clipboard Task Pane
- Creating an Absolute Reference
- Filling Cells
- Using Drag-and-Drop Editing
- Using Undo and Redo

Improving Worksheet Appearance

Using Page Layout

- Setting Margin and Centering Options
- Changing the Page Orientation and Paper Size
- Repeating Row and Column Labels
- Scaling a Worksheet
- Changing Page Breaks
- Setting/Removing a Print Area
- Changing Sheet Options
- Creating Headers and Footers
- Using Built-in Headers and Footers

Formatting Numbers

- Using Number Formats
- Using the Accounting Number Format
- Using the Percent Style
- Using the Comma Style
- Changing Decimal Places

Formatting Text

- Formatting Cell Text
- Changing an Existing Font
- Modifying the Font Size
- Using Bold and Italics
- Underlining Text
- Changing the Font Color
- Rotating Text in a Cell
- Wrapping Text in a Cell
- Shrinking Text in a Cell
- Changing Cell Alignment
- Changing Text Indentation

Printing

- Previewing a Worksheet
- Printing the Current Worksheet
- Printing a Selected Range
- Printing a Page Range
- Printing Multiple Copies

Working with Columns and Rows

- Selecting Columns and Rows
- Using Narrow Column Tooltips
- Changing the Width of Columns
- Changing the Height of Rows
- Adjusting Columns Automatically
- Hiding Columns and Rows
- Unhiding Columns and Rows
- Inserting a Column
- Inserting a Row
- Deleting a Column
- Deleting a Row

Formatting Cells

- Using the Merge and Centre Button
- Changing the Vertical Alignment
- Splitting Cells
- Using the Borders Button
- Drawing Cells Borders
- Using the Fill Colour Button
- Pasting Formats
- Using the Format Painter Button
- Copying Formats to Non-adjacent Cells
- Clearing Formats
- Inserting Selected Cells
- Inserting Cut or Copied Cells
- Deleting Selected Cells

Getting Help

- Using Microsoft Excel Help and Resources
- Working with Excel Help
- Looking Further for Answers

For further information

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