

Microsoft Excel 2007 - Introduction

General Description

Create and manage workbooks with formulas and functions, format data, produce charts and print workbooks.

Learning Outcomes

- Operate the main Excel screen components including the Ribbon and Quick Access Toolbar
- Create and save a new workbook containing text, numbers, dates and formulas
- Navigate within a worksheet and between the worksheets of a workbook
- Edit data, delete contents and perform undo and redo operations
- Develop basic formulas and use the SUM, AVERAGE, MAX and MIN functions
- Correct problems with relative formulas using a variety of cell reference types
- Select contiguous, non-contiguous and special worksheet ranges
- Use fill and copy techniques to copy data within and between workbooks
- Choose different fonts and font sizes, apply font attributes and use the Format Painter
- Apply horizontal and vertical alignment options, rotate text, indent cells, wrap text and merge cells
- Set precise and default column widths, adjust row heights and hide and unhide rows and columns
- Change the display of numbers and dates using general, currency, percentage, fraction and date formats
- Print preview data, perform a quick print, print a range and specify print options
- Produce embedded charts and chart sheets, change chart types and apply chart styles

Duration

One Day

Prerequisite

Basic understanding of the Microsoft Windows operating system

Topics

Getting to Know Excel

Creating a New Workbook

Working with Workbooks

Editing in a Workbook

Formulas and Functions

Formula Referencing

Selecting Ranges

Copying Excel Data

Font Formatting

Cell Alignment

Row and Column Formatting

Number Formatting

Printing

Creating Charts