

Microsoft Excel 2007 – Module 1

Course Duration: Two half days

Prerequisites: Microsoft Windows

The Fundamentals

Starting Excel 2007
What's New in Excel 2007?
Understanding the Excel Program Screen
Understanding the Ribbon
Using the Office Button and Quick Access
Toolbar
Using Keyboard Commands
Using Contextual Menus and the Mini Toolbar
Using Help
Exiting Excel 2007

Worksheet Basics

Creating a New Workbook
Opening a Workbook
Navigating a Worksheet
Entering Labels
Entering Values
Selecting a Cell Range
Overview of Formulas and Using AutoSum
Entering Formulas
Using AutoFill
Understanding Absolute and Relative Cell
References
Using Undo and Redo
Saving a Workbook
Previewing and Printing a Worksheet
Closing a Workbook

Editing a Worksheet

Editing Cell Contents
Cutting, Copying, and Pasting Cells
Moving and Copying Cells Using the Mouse
Using the Office Clipboard
Using the Paste Special Command
Inserting Cells, Rows, and Columns
Deleting Cells, Rows, and Columns
Using Find and Replace
Using Cell Comments

Formatting a Worksheet

Formatting Labels
Formatting Values
Adjusting Row Height and Column Width
Working with Cell Alignment
Adding Cell Borders, Background Colors and
Patterns
Using the Format Painter
Using Cell Styles
Using Document Themes

Applying Conditional Formatting
Creating and Managing Conditional Formatting
Rules

Finding and Replacing Formatting

Creating and Working with Charts

Creating a Chart
Moving and Resizing a Chart
Changing Chart Type
Applying Built-in Chart Layouts and Styles
Working with Chart Labels
Working with Chart Axes
Working with Chart Backgrounds
Working with Charts Analysis Commands
Formatting Chart Elements
Changing a Chart's Source Data
Using Chart Templates

Managing Workbooks

Viewing a Workbook
Working with the Workbook Window
Splitting and Freezing a Workbook Window
Selecting Worksheets in a Workbook
Inserting and Deleting Worksheets
Renaming, Moving and Copying Worksheets
Working with Multiple Workbooks
Hiding Columns, Rows, worksheets and
Windows
Protecting a Worksheets and Worksheet
Elements
Sharing a Workbook
Creating a Templates

Working with Page Layout and Printing

Creating Headers and Footers
Using Page Breaks
Adjusting Margins and Orientation
Adjusting Size and Scale
Adding Print Titles, Gridlines and Headings
Advanced Printing Options

More Functions and Formulas

Formulas with Multiple Operators
Inserting and Editing a Function
Auto Calculate and Manual Calculation
Defining Names
Using and Managing Defined Names
Displaying and Tracing Formulas
Understanding Formula Errors