

SOFTWARE TRAINING CENTER

Excel 2007 Introduction

Duration: 1 Day

Course Overview:

In this introductory course, students will learn the fundamental skills and concepts necessary to work with an electronic spreadsheet. At the completion of this course, the student will have the necessary skills to create, edit, and format data, use formulas, and print a basic worksheet.

Who Should Attend: Anyone with basic computer knowledge that desires to utilize the financial accounting and data analysis tools offered by Excel 2007.

Prerequisites: Windows XP Introduction or equivalent knowledge is highly recommended.

Course Outline:

The Fundamentals

- What's New in Excel 2007
- Understanding the Excel Program Screen
- Understanding the Ribbon
- Using the Office Button and Quick Access Toolbar
- Using Contextual Menus and the Mini Toolbar
- Using Help

Worksheet Basics

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

Editing a Worksheet

- Editing Cell Contents
- Cutting, Copying, and Pasting Cells
- Using the Office Clipboard
- Using the Paste Special Command
- Checking Your Spelling
- Inserting Cells, Rows, and Columns
- Using Find and Replace
- Using Cell Comments
- Tracking Changes

Formatting a Worksheet

- Formatting Labels and Values
- Adjusting Row Height and Column Width
- Working with Cell Alignment
- Adding Cell Borders, Colors and Patterns
- Using Cell Styles and Document Themes
- Applying Conditional Formatting
- Working with Conditional Formatting Rules

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 Rows, Columns, and Worksheets
- Protecting Worksheets and Worksheet Elements
- Sharing a Workbook
- Creating a Template

Working with Page Layout and Printing

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

More Functions and Formulas

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

Appendix of Common Functions

- Using Logical Functions (IF)
- Using Financial Functions (PMT)
- Using Database Functions (DSUM)
- Using Lookup Functions (VLOOKUP)
- Financial Functions
- Date & Time Functions
- Math & Trig Functions
- Statistical Functions
- Lookup & Reference Functions
- Database Functions
- Text Functions
- Logical Functions