

# 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. Topics include formula construction, calculating with functions, searching worksheet data, enhancing worksheets with borders and shading, applying styles, managing workbooks, and printing workbook contents.

## Students Learn How To:

- Navigate the Excel 2007 environment
- Enter, select, edit and save data in a worksheet
- Insert and delete cells, rows, and columns
- Perform basic calculations
- Enhance worksheets with text, borders, and shading
- Format text and numbers
- Apply cell styles
- Manage large workbooks
- Print workbook contents

**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 2000 or XP Introduction or equivalent knowledge is highly recommended.

## Course Outline:

### Creating a Basic Worksheet

Explore the User Interface and the Ribbon  
Navigate and Select in Excel  
Obtain Help  
Enter Data and Save a Workbook  
Customize the Quick Access Toolbar

### Performing Calculations

Create Basic Formulas  
Calculate with Functions  
Copy Formulas and Functions

### Modifying a Worksheet

Manipulate Data  
Insert and Delete Cells, Columns, and Rows  
Search for Data in a Worksheet  
Spell Check a Worksheet

### Formatting a Worksheet

Modify Fonts  
Add Borders and Color to Cells  
Change Column Width and Row Height  
Apply Number Formats  
Position Cell Contents  
Apply Cell Styles

### Printing Workbook Contents

Print Workbook Contents Using Default Print Options  
Set Print Options  
Set Page Breaks

### Managing Large Workbooks

Format Worksheet Tabs  
Manage Worksheets in a Workbook  
Manage the View of Large Worksheets