

Excel 2007 New Features

Duration: 1/2 Day

Course Overview:

Excel 2007 New Features is a hands-on instruction course that introduces you to the new and enhanced features in Excel 2007 for improving the management, presentation, and distribution of your spreadsheets.

Students Learn How To:

- Utilize the new and enhanced Excel 2007 environment
- Organize data in Excel worksheets using enhanced tables and table formats
- Analyze Excel data by applying enhanced conditional formatting
- Generate specific information using the sort and filter options
- Present Excel data using enhanced charts and illustrations
- Conduct selective analysis using the enhanced PivotTables and PivotCharts options

Who Should Attend: This course is designed for experienced Excel users who have worked with earlier versions of Excel, ideally Excel 2003, and who have upgraded to Excel 2007.

Prerequisites: Students enrolling in this course should understand how to use some version of Excel, preferably 2002 or 2003, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user. Due to the nature of this course and the minimal prerequisites, there are other more advanced new features that are not covered in depth.

Course Outline:

Exploring the Excel Environment

Explore the User Interface
Work with the Ribbon
Work with Contextual Tabs
Use the Excel Galleries
Customize the Excel Interface

Organizing Data

Explore the Enhancements in Excel 2007 Spreadsheets
Insert Tables
Format Tables

Analyzing Data

Apply Conditional Formatting
Sort Data in a Spreadsheet
Filter Data in a Spreadsheet
Apply a Formula

Presenting Data

Create Charts
Format Charts
Work with Illustrations
Create PivotTables and PivotCharts
Share Excel Charts
Save Data in Presentable Formats

Appendix A: New Features in Microsoft Office Excel 2007