



Introduction to Microsoft Excel 2007

About the Course

Designed for

This is a course with a high level of practical content, aimed at those who have not used Microsoft Excel for Windows before. It is designed for candidates with widely differing experience and skill levels.

Teaching Approach

The teaching approach contains a mix of lectures, practical and one-to-one work and varies according to the people attending. For the most part, candidates are able to work at a pace that best suits them, and emphasis is placed upon quality of learning, rather than quantity.

Requirements

No previous experience of Microsoft Excel for Windows is necessary, but candidates should have a good understanding of computer basics and be familiar with the Windows operating system.

Course Material

A large part of each course is spent with a set of specially prepared exercises and projects so that those attending gain firm foundations through their own practical experience. Professionally presented course notes are provided and these may be retained for reference afterwards.

Duration & Cost

This training program is one day in duration.

Course Outline

A FIRST LOOK AT EXCEL

- Starting the Excel program
- What is the Active Cell?
- The Excel cell referencing system
- Worksheets and Workbooks
- Saving a workbook
- Opening a workbook

HELP

- Getting help
- The Help Table of Contents
- Printing a Help topic
- Alt key help

SELECTION TECHNIQUES

- Selecting a cell
- Selecting a range of connecting cells
- Selecting a range of non-connecting cells
- Selecting the entire worksheet
- Selecting a row
- Selecting a column

MANIPULATING ROWS AND COLUMNS

- Inserting rows into a worksheet
- Inserting columns into a worksheet
- Deleting rows within a worksheet
- Deleting columns within a worksheet
- Modifying column widths
- Modifying column widths using drag and drop
- Automatically resizing the column width to fit contents
- Modifying row heights

COPYING, MOVING AND DELETING

- Copying the cell or range contents
- Deleting cell contents
- Moving the contents of a cell or range
- Editing cell content
- Undo and Redo
- AutoFill
- Sorting a cell range

MANIPULATING WORKSHEETS

- Switching between worksheets
- Renaming a worksheet
- Inserting a new worksheet
- Deleting a worksheet
- Moving a worksheet

FONT FORMATTING

- Font type
- Font size
- Bold, italic, underline formatting
- Cell border formatting
- Formatting the background colour
- Formatting the font colour

NUMBER FORMATTING

- Number formatting
- Decimal point display
- Comma formatting
- Currency symbol
- Date styles
- Percentages

FREEZING ROW AND COLUMN TITLES

- Freezing row and column titles

FORMULAS

- Creating formulas
- Operators

CELL REFERENCING

- Relative cell referencing within in formulas
- Absolute cell referencing within formulas

FUNCTIONS

- What is a function?
- Common functions
- Sum function
- Average function
- Max function
- Min function
- Count function
- What are IF functions?
- Using the IF function

WORKSHEET SETUP

- Worksheet margins
- Worksheet orientation
- Headers and Footers
- Scaling your worksheet to fit a page(s)

PREPARING TO PRINT A WORKSHEET

- Visually check your calculations
- Previewing a worksheet
- Zooming the view