



EXCEL 2007

INTRODUCTION

COURSE CODE : XL207TRO

DURATION : 1 DAY

COURSE AIMS

This course is designed to give an introduction to this powerful spreadsheet product and help users navigate around this new version with ease - customising the toolbar to allow commonly-used functions to be found quickly! Delegates will gain a good understanding of how to create, layout and manage spreadsheets incorporating the use of formulae and an introduction to charting.

DELEGATE PRE-REQUISITES

Delegates must be familiar with the Windows Environment and be proficient with a computer, keyboard and mouse. No prior knowledge of Excel is required.

COURSE OUTLINE

EXCEL WORKPLACE

- The 2007 Workplace
- How to Find Commands in 2007
- Customising The Quick Access Toolbar
- The Office Button
- Customising the New Status Bar
- What's New in Excel 2007

BASIC DATA EDITING

- Adding / Editing / Overtyping / Deleting Data
- Undo / Redo
- AutoComplete

GETTING AROUND & DATA SELECTION

- Using the Keyboard
- Using the Mouse
- Find & Replace
- The New View Icons

MOVING AND COPYING TECHNIQUES

- Using the Offices 2007 Clipboard
- Smart Tags
- Using Autofill

COLUMN AND ROW FORMATTING

- Adding / Removing Columns and Rows
- Adjusting Column Widths
- Manipulating Multiple Columns

USING FORMULAE

- Adding Operator icons to Quick Access Toolbar
- Entering Formulae using the new Operator icons
- AutoSum
- Percentages
- Relative Cell Referencing and Autofill
- Smart Tags
- Converting a Formula to a Value
- AutoCalculate

USING WORKSHEET FUNCTIONS

- AVERAGE, MAX and MIN

ABSOLUTES IN FORMULAE

- Relative Cell Referencing Recap
- Using Absolute Cell References within Formulae
- Using Formulae Auditing

NUMERIC FORMATTING

- Using the Icons
- The Menu Options
- Working with Dates
- Creating a Custom Format

TEXT FORMATTING

- Changing Font and Attributes
- The Alignment Icons
- Forcing a New Line within a Cell
- Text Control
- Borders and Shading
- The Styles
- Format Painter
- Autocorrect

PRINT AND PRINT PREVIEW

- Setting Print Areas
- Page Set Up
- Page Break Preview
- Inserting & Removing Page Breaks
- Repeating Column/Row Headings
- Freezing Panes

AN INTRODUCTION TO CHARTING

- Creating a Quick Chart
- Using the Chart Wizard
- Using the new Chart Tools Toolbar



FAST TRACK
COMPUTER TRAINING