



# Introduction to Microsoft Excel 2007/2010

One-Day Course

Windows

## Course Overview:

In this course you will learn the fundamentals of working with spreadsheets. You will learn how to produce a professional looking worksheet by entering numbers and creating time-saving Excel formulas and use the predefined Excel functions. You will also learn how to quickly and easily change the layout of your worksheet and enhance the appearance of your worksheet using the format commands. You will also learn how to work with multiple sheets within a file and how to setup and print your worksheet.

## Course Content:

### Create and Edit a Worksheet

- Creating and Editing a Worksheet
- Get acquainted with the Ribbon and Quick Access Toolbar in Office 2007 and 2010.
- Get acquainted with the new Backstage View in Office 2010.
- Explore the Excel workspace.
- Efficiently move through the worksheet.
- Proficiently select cells and ranges.

### Creating Formulas and Functions

- Produce a professional looking worksheet by entering numbers and creating time-saving Excel formulas.
- Effectively use the following Excel functions: SUM, AVERAGE, MIN, MAX and COUNT.

### Managing a Worksheet

- Quickly insert, delete or hide cells, rows, and columns.
- Discover many unique Excel techniques to cut, copy and paste.

### Formatting a Worksheet

- Enhance the appearance of your worksheet using the many formatting commands.

### Managing your Workbook

- Name, group, move, copy and colour your worksheet tabs.

### Printing a Worksheet

- Setup and print your worksheet.