



Introduction to Microsoft Excel 2007

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 using 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:

Creating and Editing Worksheets

- Exploring the new Quick Access Toolbar, Ribbon, Tabs and Groups now available in Excel 2007
- Moving efficiently through a worksheet
- Selecting cells and ranges proficiently

Developing Formulas and Functions

- Entering numbers and creating time-saving Excel formulas to produce professional worksheets
- Using the SUM, AVERAGE, MIN, MAX and COUNT functions in Excel

Managing a Worksheet

- Inserting, deleting or hiding cells, rows, and columns quickly and easily
- Discovering the many techniques to cut, copy and paste in Excel 2007

Formatting a Worksheet

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

Managing a Workbook

- Naming, moving, copying and colouring worksheets tabs

Printing a Worksheet

- Setting-up and printing a worksheet