



Upgrading to Microsoft Excel 2007

One-Day Course

Windows

Course Overview:

Designed for experienced Excel users (with knowledge of Excel at the Intermediate or higher level), this course will introduce you to the new and improved features in Excel2007 to quickly bring you up to speed on this new version.

Course Content:

- Getting acquainted with the new Office interface
- Customizing the Quick Access Toolbar
- Working with the increased limits that Excel now provides to create a worksheet and workbook
- Applying new themes and styles to assist you in creating a unified design within your workbook and across other Office applications
- Discover the improvements that have been made to formula writing
- Using the new Page Layout view to quickly get your data ready for printing
- Using the new SmartArt Graphics to explain your Excel data more effectively
- Using the improved chart layouts and styles to enhance your Excel charts making them more interesting and informative
- Sharing the charting capabilities in Word, Excel and PowerPoint and learn to apply consistent Office themes
- Identifying trends in your data using the improved conditional formatting features
- Using the improved sorting and filtering by colour capabilities to analyze your data more efficiently
- Working with the improved pivot table and pivot chart features