

MICROSOFT EXCEL 2007 ESSENTIALS

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COURSE LENGTH: 1.0 DAYS

Excel is the world's premier spreadsheet software. You can use Excel to analyse numbers, keep track of data, and graphically represent your information.

With Excel 2007, you can manage more data than ever, with increased worksheet and workbook sizes. Excel also makes your job easier by providing an easy to use interface and an array of powerful tools to help you turn your data into usable information – we'll show you how.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Parramatta, Melbourne, Adelaide, Canberra and Perth.

MICROSOFT EXCEL 2007 ESSENTIALS COURSE OUTLINE

FOREWORD

Excel is the world's premier spreadsheet software. You can use Excel to analyse numbers, keep track of data, and graphically represent your information. With Excel 2007, you can manage more data than ever, with increased worksheet and workbook sizes. Excel also makes your job easier by providing an easy to use interface and an array of powerful tools to help you turn your data into usable information – and better information leads to better decision making!

OUTCOMES

- ▶ Open and close Excel
- ▶ Differentiate between worksheets, workbooks, rows, columns and cells
- ▶ Enter labels and values
- ▶ Edit data
- ▶ Check spelling
- ▶ Open, close, and save workbooks (including publishing to PDF)
- ▶ Switch between Excel views
- ▶ Use Zoom
- ▶ Set up your page
- ▶ Preview and print your workbook
- ▶ Build and edit formulas
- ▶ Copy formulas
- ▶ Use absolute referencing appropriately
- ▶ Use basic Excel functions including SUM, AVERAGE, MAX, and MIN
- ▶ Use Selection Statistics
- ▶ Use AutoFill and AutoComplete
- ▶ Sort and filter data
- ▶ Format text and numbers
- ▶ Apply borders
- ▶ Use cell styles
- ▶ Change the workbook theme

MODULES

Lesson 1: Getting Started

- ▶ Workshop Objectives

Lesson 2: Opening and Closing Excel

- ▶ Opening Excel
- ▶ Understanding the Interface
- ▶ Understanding Worksheets
- ▶ Understanding Workbooks
- ▶ Closing Excel

Lesson 3: Your First Worksheet

- ▶ Entering Data
- ▶ Using the Wrap Command
- ▶ Editing Data
- ▶ Adding Rows and Columns
- ▶ Checking Your Spelling

Lesson 4: Working with Excel Files

- ▶ About the New File Format
- ▶ Saving Files
- ▶ Publishing Files to PDF
- ▶ Closing Files
- ▶ Opening Files

Lesson 5: Viewing Excel Data

- ▶ An Overview of Excel's Views
- ▶ Switching Views
- ▶ Using Zoom
- ▶ Switching Between Open Files

Lesson 6: Printing Excel Data

- ▶ An Overview of the Page Layout Tab
- ▶ Setting Up Your Page
- ▶ Using Print Preview
- ▶ Printing Data

Lesson 7: Building Formulas

- ▶ The Math Basics of Excel
- ▶ Building a Formula
- ▶ Editing a Formula
- ▶ Copying a Formula
- ▶ Relative vs. Absolute Referencing

Lesson 8: Using Excel Functions

- ▶ Formulas vs. Functions
- ▶ Understanding the Formulas Tab
- ▶ Using the SUM Function
- ▶ Using Other Basic Excel Functions
- ▶ Using the Status Bar to Perform Calculations

Lesson 9: Using Time Saving Tools

- ▶ Using AutoFill
- ▶ Using AutoComplete
- ▶ Sorting Data
- ▶ Filtering Data

Lesson 10: Formatting your Data

- ▶ Changing the Appearance of Your Text
- ▶ Changing the Appearance of Numbers
- ▶ Setting Alignment Options
- ▶ Using Merge
- ▶ Removing Formatting

Lesson 11: More Formatting

- ▶ Adding Borders
- ▶ Adding Fill Color
- ▶ Using Cell Styles
- ▶ Using Conditional Formatting
- ▶ Changing the Theme

Lesson 12: Wrapping Up

- ▶ Words From the Wise
 - ▶ Your Notebook
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WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)