

Microsoft Excel 2007 Introductory Level

Course Objectives:

This course is designed for new users of Microsoft Excel 2007 and for users with limited experience. Delegates will learn how to use Excel to create and edit spreadsheet models, and how to produce presentable printed reports.

Prior Knowledge Required:

No prior knowledge of spreadsheets is assumed but some basic PC and Windows experience is required.

Course Duration: 1 day.

Introduction

- Spreadsheet Concepts
- Launching Excel 2007
- Discussing Enhancements in Excel 2007

The Excel Environment

- Exploring the Excel User Interface
- Using the Ribbon
- Using Contextual Tabs
- Customizing Excel 2007
- Navigating Around a Worksheet

Creating a Worksheet

- Entering Data
- Editing Data
- Deleting Data
- The Undo/Redo Facility
- Selecting Cell Ranges

Using Formulae

- Creating Formulae
- Editing Formulae

File Operations

- Saving, Closing and Opening a Workbook

Printing and Page Layouts

- Printing Documents
- Page Set Up
- Setting Page Breaks
- Changing Margins
- Adding Headers and Footers
- Print Preview

Moving and Copying Data

- Moving Data
- Copying Data
- Using the Fill Handle
- Absolute Cell Referencing

Functions

- Creating Statistical Functions
- Using the AutoSum Tool
- Auto Calculate

Viewing Modes

- Using Panes
- Zoom Control



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