

Excel 2007 © Introduction



Sutherland Computer Training

Duration: 1 Day

TARGET AUDIENCE

The skills and knowledge covered in this One-Day Course are sufficient for real-world applications such as budgeting, analysing sales, producing reports, creating charts and graphs and managing small lists

LEARNING OUTCOMES

Excel 2007 © Introduction is ideal for people who work in offices, for clubs or charities, where there is a requirement to produce reports, budgets, list and the like.

Getting To Know Excel

- Starting Excel
- The Excel Screen
- Using the Ribbon
- Using KeyTip Badges
- Minimising the Ribbon
- Shortcut Menus
- Understanding and Launching Dialog Boxes
- The Quick Access Toolbar
- Customising the Quick Access Toolbar
- The Office Button
- The Status Bar
- Customising the Status Bar
- Exiting Safely from Excel

Creating A New Workbook

- Understanding Workbooks
- Using the Blank Workbook Template
- Typing Text Into a Worksheet
- The Save as Dialog Box
- Saving a New Workbook
- Typing Numbers into a Worksheet
- Typing Simple Formulas an a Worksheet
- Easy Formulas
- Typing Dates in a Worksheet
- Easy Formatting
- Checking Spelling in a Worksheet
- Making and Saving Changes
- Printing a Worksheet
- Safely Closing a Workbook

Working With Workbooks

- Opening an Existing Workbook
- Moving About a Worksheet
- Moving About a Workbook
- Going to a Specific Location
- The Open Dialog Box

Editing In A Workbook

- Understanding Data Editing
- Overwriting Cells Contents
- Editing Longer Cell Entries
- Editing Formulas
- Editing Functions
- Clearing a Cell
- Deleting in a Worksheet
- Undoing and Redoing Operations

Selecting Ranges

- Understanding Ranges
- Selecting Ranges
- Selecting Non-Contiguous Ranges
- Using Special Selection Techniques
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns
- Viewing Range Calculations
- Creating an Input Range

Copying Excel Data

- Understanding Copying in Excel
- Using Fill for Quick Copying
- Copying from Cell to Another
- Copying from One Cell to a Range
- Copying from One Range to Another
- Copying Relative Formulas
- Copying to a Non-Contiguous Range
- Copying to Another Worksheet
- Copying to Another Workbook

Formulas And Functions

- Understanding Formulas
- Creating Formulas that Add
- Creating Formulas that Subtract
- Formulas That Multiply and Divide
- Understanding Functions
- Using the SUM Function to Add
- Summing Non-Contiguous Ranges
- Calculating an Average
- Finding a Maximum Value
- Finding a Minimum Value
- More Complex Formulas
- What If Formulas

Row And Column Formatting

- Approximating Column Widths
- Setting Precise Column Widths
- Setting the Default Column Width
- Approximating Row Height
- Setting Precise Row Heights
- Hiding Rows and Columns
- Unhiding Rows and Columns

Number Formatting

- Understanding Number Formatting
- Applying General Formatting
- Formatting as Currency
- Formatting Percentages
- Formatting as Fractions
- Formatting as Dates
- Using the Thousands Separator
- Increasing and Decreasing Decimals

Font Formatting

- Understanding Font Formatting
- Working with Live Preview
- Changing Fonts and Font Size
- Growing and Shrinking Fonts
- Making Cells Bold, Italicised and Underlined
- Changing Font Colours
- Changing Background Colours
- Using the Format Painter
- Applying Strikethrough
- Subscripting Text
- Superscripting Text

Printing

- Understanding Printing
- Previewing Before You Print
- Performing a Quick Print
- Selecting a Printer
- Printing a Range
- Printing an Entire Workbook
- Specifying the Number Of Copies
- The Print Dialog Box

Creating Charts

- Understanding the Charting Process
- Choosing the Chart Type
- Creating a New Chart
- Working With an Embedded Chart
- Resizing a Chart
- Dragging a Chart
- Printing an Embedded Chart
- Creating a Chart Sheet
- Changing the Chart Type
- Changing the Chart Layout
- Changing the Chart Style
- Printing a Chart Sheet
- Embedding a Chart into a Worksheet
- Deleting a Chart