

Course overview:

MS Excel 2007 Introduction



Overview and objectives

This one-day course teaches the basic functions and features of Excel 2007. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

Target audience

- The target student for this course should be comfortable using a personal computer and Microsoft Windows XP. You should have little or no experience using Microsoft Excel or any other spreadsheet program. You will get the most out of this course if your goal is to become proficient in using Microsoft Excel to create simple worksheets and charts for internal reports and data tracking.

Course prerequisites

Before taking this course, you should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that you've completed the Windows XP: Basic or Windows Vista: Basic course or have equivalent experience.

Course objectives

Start Microsoft Excel; identify the main components of the Excel window and an Excel workbook; use the Help feature; and navigate worksheets.

Enter and edit text, values, formulas; insert pictures in a worksheet; use AutoFill; and save and update a workbook.

Move and copy data; insert and delete ranges; and work with relative and absolute references when creating and copying formulas.

Use the SUM function, the AutoSum button, and the AVERAGE, MIN, MAX, COUNT, and COUNTA functions to perform calculations in a worksheet.

Format text, numbers, rows, and columns in a worksheet; use conditional formatting; copy formats; and use table formats.

Preview and control Page Setup options for a worksheet; check spelling; find and replace data; print a worksheet; and set and clear a print area.

Create, format, modify, and print charts based on worksheet data.

Manage large worksheets and multiple worksheets.

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Course contents

Getting started • Spreadsheet terminology • Exploring the Excel window • Getting help • Navigating workbooks

Entering and editing data • Entering and editing text and values • Entering and editing formulas • Working with pictures • Saving and updating workbooks

Modifying a worksheet • Moving and copying data • Moving and copying formulas • Absolute and relative references • Inserting and deleting ranges, rows, and columns

Using functions • Entering functions • AutoSum • Other useful functions

Formatting worksheets • Formatting text • Formatting rows and columns • Formatting numbers • Conditional formatting • Copying formats and applying table formats

Printing • Preparing to print • Page Setup options • Printing worksheets

Creating charts • Chart basics • Modifying charts • Printing charts

Managing large workbooks • Viewing large worksheets • Printing large worksheets • Using multiple worksheets