

Microsoft ®

Excel 2007

Course Outline

Foundation Level
1 Day Course



STARTING EXCEL 2007

- The Excel environment
- Cell referencing
- Entering numbers and text
- Adding columns and rows
- Worksheets and workbooks
- Creating, saving and closing workbooks
- Switching between workbooks
- Saving using different names
- Saving using different file styles

USING HELP

- Where to get help
- How to search and print contents
- Table of contents

SELECTION TECHNIQUES

- Selecting a cell and a range of connecting cells
- Selecting a range of non-connecting cells
- Selecting the entire worksheet
- Selecting a row, a range of connecting and non-connecting rows
- Selecting a column, connecting columns and non-connecting columns

MANIPULATING ROWS AND COLUMNS

- Inserting rows and columns into a worksheet
- Deleting rows and columns within a worksheet
- Modifying columns and rows
- automatically resizing

COPYING, MOVING AND DELETING

- Copying and deleting cell or range content
- Moving contents of a cell or range
- Editing, using undo and redo
- Autofill
- Sorting, searching and replacing data

MANIPULATING WORKSHEETS

- Switching between worksheets
- Renaming worksheets
- Inserting new worksheets
- Deleting, copying and moving worksheets
- Moving worksheets between workbooks

FONT FORMATTING

- Using font type, style and size
- Using bold, italic and underline
- Formatting cell borders
- Using background colour and font colour

ALIGNMENT FORMATTING

- Aligning cell contents
- Cell orientation
- Text wrapping and format painter

NUMBER FORMATTING

- Setting currency, decimal points, commas, dates and percentages

FORMULAS

- Creating, copying and operating formulas

CELL REFERENCING

- Using relative and absolute cell referencing

FUNCTIONS

- What are functions?
- Sum, Average, Max, Min, Count functions
- Using 'If' functions

CHARTS

- Inserting different chart types
- Resizing and deleting charts
- Formatting a chart
- Changing chart type
- Copying and moving charts between worksheets and workbooks

CUSTOMISATION

- Modifying basic options
- Using the AutoCorrect options

PAGE SETUP

- Altering worksheet margins, orientation, page size, headers and footers
- Scaling worksheets to fit

PRINTING TECHNIQUES

- Spell checking
- Setting gridlines, titles, margins, row and column headings

- Previewing and comparing worksheets
- Zooming
- Print options