



Course Outline

Course Outline: Excel 2007 Fundamentals

Course Length: 1 Day

Prerequisites: Working knowledge of Windows 2000, XP or Vista

Course Description: In Excel 2007 Fundamentals, you will learn to navigate an existing spreadsheet, create a new spreadsheet and place some basic calculations on the sheet. You will rearrange information on a spreadsheet using Cut/Copy/Paste and insert/delete commands. You will learn how to successfully format your spreadsheet to make the information understandable to its audience and ready for print. You'll also get a quick study in charting your spreadsheet data.

Section 1 - Introduction

- Starting Excel
- The Application Window
- The Workbook Window
- Opening a Workbook
- Selecting Areas Within a Sheet
- Closing a Workbook
- Starting a New Workbook
- Working With the Quick Access Toolbar

Section 2 - Creating Workbooks and Entering Data

- Entering Data Into Cells
- Working With Basic Formulas
- Saving a Workbook
- About Excel File Types
- Editing a Cell
- AutoComplete
- AutoCalculate
- Built-In Functions
- Working With Insert Function
- Using the Range Finder

Section 3 - Editing Workbook Contents

- Using AutoFill Commands
- Copying Cell Data
- About Collecting and Pasting Multiple Items
- Collecting and Pasting Multiple Items
- Pasting Specific Items From the Office Clipboard
- Inserting or Deleting Rows and Columns
- Inserting or Deleting Cells
- Moving Entries
- Clearing Cells

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- Undo/Redo

Section 4 – Formatting Workbook Contents

- Column Widths and Row Heights
- Formatting a Worksheet's Cells
- Formatting Numbers
- The Format Painter
- Fonts & Font Styles
- Using Borders
- Show/Hide Gridlines
- Using Shading and Patterns
- Working With Styles

Section 5 – Absolute Cell Referencing

- Why Cell Referencing Matters
- Techniques For Creating Absolute Referencing

Section 6 - Printing

- Previewing the Printout
- Using the Page Setup Dialog
- Features Of the Page Setup Dialog Box
- Printing In Excel
- Headers and Footers
- Using Page Layout View
- Setting Print Titles & Print Areas
- Page Break Preview

Section 7 – Working With Charts

- Creating a Chart
- Modifying the Chart
- Printing a Worksheet Containing a Chart