



## Course Outline

### Excel 2007 New Features

Course Number: EXL07NF

Course Length: 3 hours

**Description:** The latest Excel exposes features often reserved for the more experienced and advanced users, so that novices can start taking advantage of new ways to make sense of larger, more complex collections of data and make the information presentable to business audiences. Learn to harness the power of analyzing and presenting spreadsheets with new, user friendly techniques.

#### Agenda:

- Exploring the New Excel Interface: Office Button, Ribbon, Window Frame (emphasis on Excel commands)
- New Capacity for More Rows and Columns
- New file type, maintaining backward compatibility with Office 2000
- Table Styles, Totals Row
- Page Layout View for Improved Presentation in Print
- Conditional Formatting
- PivotTables (brief introduction)
- Improved Charting Capability
- Customizing the Quick Access Toolbar