

# Excel 2007

## Introduction

### Target Audience & Purpose

Excel Introduction is for people new to Spreadsheets, & for self-taught users to enhance their knowledge. It is a pre-requisite for the Advanced course.

### Objectives

By the end of the course participants should be able to:

- Recognise the main areas of the Excel window & workbook
- Enter, edit & delete data in a workbook
- Create workbooks using formulae & functions, including SUM, AVERAGE, MAX & MIN
- Enhance the presentation of workbook data
- Create, display & enhance charts, print worksheets
- Set up & work with multiple worksheets
- Freeze titles on a worksheet
- Sort & subtotal data
- Add comments to a worksheet

### Prerequisites

Participants should be competent users of Word and should already be able to:

- Be competent in using a mouse and keyboard
- Have an understanding of Windows

### Inclusions

- Comprehensive step-by-step training manual
- Free telephone support
- Light lunch and refreshments

### Exploring Excel

- Start Excel
- Use the Interface
- Use Office Button
- Explore Excel Options
- Work with Worksheets
- Use the Ribbon
- Hide the Ribbon
- Customize Quick Access Toolbar
- Mini Toolbar
- Customize Status Bar
- Exit Excel

### Using Basic Workbook Skills

- Select a Cell using the Keyboard and mouse
- Use KeyTips
- Scroll Bar Shortcut Menu
- Go To Dialog Box
- Enter Text & Numbers into Cells
- Save, Close & Open Workbook
- Create a New Workbook
- Use a Template
- Data Entry Shortcuts
- Edit Cell Entries
- Check Spelling
- Create New Folder, Rename a Workbook

### Working with Ranges

- Use Ranges,
- Select Ranges with Mouse & Keyboard
- Select Non-adjacent Ranges
- Enter Values into a Range
- Use Auto Fill

### Creating Simple Formulas

- Use Formulas
- Use Functions
- AutoSum Button & AutoSum List
- Formula AutoComplete
- Insert & Edit Functions in Formulas
- AutoCalculate Feature
- Range Borders to Modify Formulas
- Check Formula Errors

### Copying & Moving Data

- Copy/Cut & Past Data
- Copy & Paste Formulas
- Paste Options Button
- Paste List, Clipboard Task Pane
- Create Absolute Reference
- Fill Cells, Drag-&-Drop Editing
- Undo & Redo

### Formatting Numbers and Text

- Use Currency
- Percent & Comma Style
- Change Decimal Places
- Change Text Appearance
- Rotate
- Wrap & Shrink Text in a Cell
- Change Cell Alignment
- Change Text Indentation

### Formatting Cells

- Use Merge & Centre Button
- Change Vertical Alignment
- Split Cells
- Use Borders Button
- Use Fill Color Button
- Paste Formats
- Use Format Painter Button
- Copy Formats to Non-Adjacent Cells
- Clear Formats
- Insert Selected
- Cut or Copied Cells
- Delete Selected Cells



### **Working with Columns & Rows**

- Select Columns & Rows
- Use Narrow Column Tooltips
- Change Column Width & Row Height
- Adjust Columns Automatically
- Hide & Unhide Columns & Rows
- Insert Columns & Rows
- Delete Columns & Rows

### **Using Page Setup**

- Set Margin & Centre Options
- Change Page Orientation
- Change Page Setup Options
- Headers & Footers

### **Printing**

- Preview a Worksheet
- Print Current Worksheet
- Print a Selected Range
- Print a Page Range
- Print Multiple Copies Working with Multiple

### **Worksheets**

- Navigate between Worksheets
- Select & Rename Worksheets
- Select Multiple Worksheets
- Color Worksheet Tabs
- Insert & Delete Worksheets
- Print Selected Worksheets Copy & Move Worksheets
- Group Worksheets
- Move & Copy Data between Worksheets
- Creating 3-D Formulas & Functions

### **Using Other Functions**

- Use Function Arguments
- Use Financial Functions
- Use Logical Functions
- Use Date Functions, Format Dates, Revise Formulas

### **Creating & Editing Charts**

- Use, Create, Move & Resize Charts
- Identify Chart Elements
- Change Chart Type
- Change Plot Direction
- Remove/Add a Legend
- Move the Legend
- Chart Non-adjacent Ranges
- Change Chart Range
- Change Data Source
- Change Chart Location
- Printing a Chart,
- Add Chart Titles
- Format Chart Elements
- Change Text Orientation
- Add a Data Table
- Create an Exploded Pie Chart
- Adjust the 3-D View, Delete a Chart

### **Using Large Worksheets**

- Magnification
- Full Screen View
- Splitting the Window
- Freezing Panes

### **Managing Data**

- Sort Lists
- Sort in Ascending/Descending Order
- Find Data, Replace Data
- Find & Replace Cell Formats

### **Working with Comments**

- Create, View & Print Comments
- Discussion Comments

### **Drawing an Object**

- Draw Enclosed Objects
- Draw a Line
- Select & Move an Object
- Add Text to an Object
- Resize an Object
- Format Lines
- Change & Remove Fill Color
- Change Font Color
- Delete an Object

### **Additional Effects & Objects**

- Add a 3-D Effect
- Apply a 3-D Setting
- Add a Shadow
- Draw a Text Box
- Draw an Arrow
- Insert Pictures
- Format Graphics

### **Using AutoShapes & Diagrams**

- Draw a Callout
- Draw a Basic Shape
- Work with Connectors
- Draw a Flowchart Shape
- Draw a Block Arrow
- Use Shapes & SmartArt

### **Using Worksheet Protection**

- Unlock Cells in a Worksheet
- Protect & Unprotect a Worksheet and Workbook
- Create & Delete Allow-Editing Ranges
- Assigning a Password
- Opening a Password-protected File
- Removing a Password

### **Using Paste Special**

- Work with Paste Special
- Copy Values between Worksheets
- Copy Formulas between Worksheets
- Perform Mathematical Operations