

EXCEL 2007 TRAINING OVERVIEW

PARTS OF EXCEL 2007 (OVERVIEW OF MAJOR FEATURES OF EXCEL)

- Ribbon
- The “Office” button
- Excel Options
- Modifying User’s View by Customizing the Quick Access Toolbar
- The Mini Tool Bar

STARTING YOUR FIRST EXCEL 2007 SPREADSHEET/WORKBOOK

- Parts of the Workbook
- How to Create a Workbook
 - Using A Blank Document
 - Using Templates
- Entering Data into Your Workbook

EDITING YOUR DOCUMENT

- Cut, Copy, Paste
- Find and Replace
- Convert Text into Columns
- Modifying Data in the Spreadsheet
- Format Cell Dialog Boxes
- How to Edit Font types, Colors, and Add Borders
- Merge Cells

ADVANCED TOOLS

- Formulas

- Macros
- Sorting and Filtering
- Pivot
- How to Insert Pictures, Graphs, Shapes, and
- Chart Tools

PRINTING YOUR EXCEL 2007 SPREADSHEET

- How to Set a Print Title
- How To Create Header and Footer
- How to Set Page Margins
- How to Change Page Orientation
- How to Set Page Breaks
- How to Print A Range

NAVIGATING THROUGH EXCEL 2007

- Freezing Rows and Columns
- Hiding Worksheets

SHORT CUT KEY COMBINATIONS IN EXCEL 2007

FINDING HELP IN EXCEL 2007

REVIEW EXERCISES