

Course Overview

In this 1-day course, you will learn the essentials of the Excel 2007 program. You will learn how to navigate through a worksheet and select cells. You will also learn to insert, rename, and delete worksheets. You will learn to enter and edit data, and copy and rearrange data. Also, you will learn to create mathematical formulas that contain absolute and relative cell references. You will do additional calculations using basic functions. You will learn to format text and numbers for appearance. Lastly, you will learn to modify print options and preview your spreadsheet before printing.

Courses in the Microsoft Excel Series

Excel Level 1
- 1 day -

Excel Level 2
- 1 day -

Excel Level 3
- 2 days -

Excel Level 4
- 2 days -

Course Preparation

Prerequisite Course: Windows - Level 1 or equivalent experience.

Course Topics

Exploring Excel

- Exploring the Excel Environment
- Opening an Existing Workbook File
- About Rows, Columns, Cells, and Ranges
- Selecting Rows, Columns, Cells and Ranges
- Inserting and Naming Additional Sheets
- Moving and Deleting Sheets

Entering and Editing Data

- Creating a New Workbook File
- About Text vs. Numbers
- Entering Text
- Entering Numbers
- Modifying Data
- Clearing (Deleting) Data
- Undoing Mistakes
- Adjusting Column Widths
- Saving a Workbook
- About Different File Formats

Copying and Rearranging Data

- Filling a Series of Data
- Moving Data using Drag and Drop
- Moving Data using Cut and Paste
- Copying Data using Copy and Paste
- Inserting and Deleting Rows
- Inserting and Deleting Columns

Creating Basic Formulas

- About Formulas
- Using Formulas to Add, Subtract, Multiply, and Divide
- Performing Multiple Calculations in One Formula
- Creating a Formula by Pointing
- Copying a Formula
- Relative vs. Absolute Cell References
- Viewing Formulas

Introducing Functions

- About Functions
- Adding Numbers with the SUM Function
- Averaging Numbers with AVERAGE
- Finding the Highest Number with MAX
- Finding the Lowest Number with MIN
- Counting Numbers with COUNT
- Counting Non-Blanks with COUNTA
- Using Shortcuts to Enter Functions
- Using a Function Within a Formula
- Using the Help System to Look up More Functions

Formatting Numbers and Text

- Formatting Numbers (Currency, Percentages, etc.)
- Wrapping Text within a Cell
- Aligning Data (Left, Center, Right)
- Vertically Aligning Data
- Increasing Cell Indents
- Applying Bold and Italics
- Changing Text Size and Font
- Adding Borders and Color

Previewing and Printing

- Previewing Before You Print
- Turning the Paper Sideways (Landscape)
- Printing All Data on One Page
- Adding and Headers and Footers
- Printing Gridlines and Row/Column Headings
- Printing the First Row(s)/Column(s) on Each Page
- Inserting and Removing Page Breaks
- Printing a Spreadsheet
- Using Page Layout View to Preview and Edit

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