



CORPORATE & CAREER TRAINING

EXCEL 2007 - FUNDAMENTALS

TRAINING OUTLINE

6 HOURS

I. EXPLORING EXCEL

- Working with Excel
- Starting Excel
- Using the Interface
- Using the Office Button
- Exploring Excel Options
- Working with Worksheets
- Using the Ribbon
- Hiding the Ribbon
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Exiting Excel

II. USING BASIC WORKBOOK SKILLS

- Selecting a Cell using the Keyboard
- Scrolling using the Mouse
- Using the Scroll Bar Shortcut Menu
- Entering Text into Cells
- Entering Numbers into Cells
- Saving a New Workbook
- Closing a Workbook
- Creating a New Workbook
- Opening an Existing Workbook
- Editing Cell Entries
- Checking Worksheet Spelling
- Copy an Existing Workbook

III. WORKING WITH RANGES

- Using Ranges
- Selecting Ranges with the Mouse
- Selecting Ranges with the Keyboard
- Selecting Non-adjacent Ranges Using the Auto Fill Feature

IV. CREATING SIMPLE FORMULAS

- Using Formulas
- Entering Formulas
- Using Functions
- Using the AutoSum Button
- Using the AutoSum List
- Using Formula AutoComplete
- Inserting Functions in Formulas
- Editing Functions
- Using the AutoCalculate Feature
- Checking Formula Errors

V. COPYING AND MOVING DATA

- Copying/Cutting and Pasting Data
- Copying and Pasting Formulas
- Using the Paste Options Button
- Creating an Absolute Reference
- Filling Cells
- Using Drag-and-Drop Editing
- Using Undo and Redo

VI. FORMATTING NUMBERS AND TEXT

- Using Number Formats
- Using the Accounting Number Style
- Using the Percent Style
- Using the Comma Style
- Changing Decimal Places
- Formatting Cell Text
- Changing an Existing Font
- Modifying the Font Size
- Using Bold and Italics
- Underlining Text
- Changing the Font Color
- Rotating Text in a Cell
- Changing Cell Alignment
- Using the Merge and Center Button

VII. WORKING WITH COLUMNS AND ROWS

- Selecting Columns and Rows
- Using Narrow Column Tooltips
- Changing the Width of Columns
- Adjusting Columns Automatically
- Hiding Columns and Rows
- Unhiding Columns and Rows
- Inserting a Column
- Insert a Row
- Deleting a Column
- Deleting a Row

VIII. USING PAGE SETUP

- Previewing a Worksheet
- Setting Margin and Centering Options
- Changing Page Orientation and Paper Size
- Repeating Row and Column Labels
- Scaling a Worksheet
- Changing Page Breaks
- Setting/Removing a Print Area
- Changing Sheet Options
- Creating Headers and Footers
- Using Built-in Headers and Footers

IX. PRINTING

- Printing the Current Worksheet
- Printing a Selected Range
- Printing a Page Range
- Printing Multiple Copies