

MICROSOFT OFFICE EXCEL 2007 INTRODUCTION



COURSE AIMS

This course is aimed at new users of Microsoft Office Excel who have little knowledge of Microsoft Windows or Excel.

On completion of this course the user should be able to confidently do the following:

- Construct realistic spreadsheet models using formulae and functions.
- Present and print worksheets in a comprehensible and attractive way.
- Create, modify and print a variety of business charts from worksheet data.
- Organise and manage a worksheet table.

COURSE CONTENT

Introduction

The Spreadsheet Concept
Office Button
Ribbon and Quick Access Toolbar
Task Panes
Shortcut Toolbar
Zooming

Cell Ranges

Moving the Active Cell
Selecting a Range

Entering Data

Constants – Text, Numbers and Dates
Creating Formulae
Inserting Functions - SUM

Files

Saving, Opening and Closing Workbooks
Creating a New Workbook

Editing

Filling a Pattern
Moving Ranges
Clearing Ranges
Inserting and Deleting Rows, Columns and Cells

Formatting

Range Formatting
Themes
Table Styles

Printing

Page Layout
Page Break Preview
Page Layout View
Headers and Footers
Print Preview

Charts

Creating and Formatting a Chart
Printing a Chart

Worksheets

Worksheet Navigation
Renaming a Worksheet
Inserting, Deleting and Moving Worksheets
3-D Printing

Tables

Sorting Tables and Ranges
Filtering Tables and Ranges

NOTES

Ability also offer Advanced and Visual Basic for Applications courses for more experienced users.