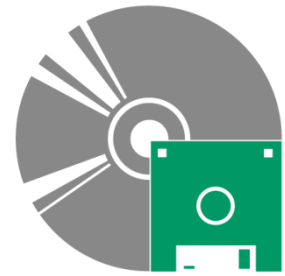


Microsoft Office

Excel 2007 1-Day Introduction Course

Please find listed below the topics included in our standard Microsoft Excel 2007 Introduction training course. On request, we will tailor client specific introduction courses to meet your requirements, please contact us for further details.



ashbee
COMPUTER
SERVICES

COURSE OUTLINE

Excel Worksheets and Workbooks

Loading and quitting Excel 2007
The Excel 2007 screen elements
Workbooks and worksheets

File Management

Renaming worksheets
Colour sheet tabs
Open new and existing workbooks
Save, Resave and Save As
Close workbooks

Creating Basic Spreadsheets

Entering data
Data types

Basic Formulas

Arithmetic operators
Order of Precedence (BoDMAS)
Copying formulas (AutoFill)
Range references
Explanation of functions
SUM function

Format Spreadsheets

Home ribbon tab
Format numbers and currency
Format dates and times
Format fonts

Cell Shading and Border Formats

Apply and remove cell backgrounds
Apply and remove borders

Cut Copy and Paste

Methods of cut copy and paste
The Office Clipboard Task Pane
Paste option smart tags
AutoFill formulae, data and sequences

Proofing Tools

Find and replace

Working with Views

Normal
Page Layout
Page Break Preview

Printing and Previewing

Print preview groups
Page setup

Printing

Quick Access Toolbar method
Office Button method
Set and clear print areas

Who Should Attend

New or inexperienced users of Excel, who wish to use the spreadsheet with confidence. No prior spreadsheet knowledge is expected although an understanding of Windows and using a mouse is assumed.