

# MS Excel 2007

## Intro/Intermediate



Duration: **2 Days** Course Code: **I-B072**

*This two day workshop has been designed for those who need to be able to create, edit and update spreadsheets, produce charts and analyse data using Excel 2007.*

### Learning Outcomes

By the end of this course students will be able to: Use AutoSum, AutoFill, Create Formulas, Format Workbooks, Display data in Charts, Create Templates, Build Formulas, Use Productivity Tools and Apply Protection to a Worksheet.

### Prerequisites

This course is designed for students with little or no knowledge of Microsoft Excel. Basic computer awareness, keyboard and mouse skills are preferred.

### Getting Started

- Starting & Exiting Excel
- Explain the Screen & Workbook Concepts
- Enter & Edit data Efficiently
- Navigating & Cell Selection
- Using the Menu Toolbar

### Opening, Saving & Exiting Excel

- Create & Save a New Workbook
- Saving as a HTML Document
- Forwarding your Workbook as an Email
- Setting Workbook Properties
- Working with Multiple Workbooks

### Basic Features

- AutoSum & Spell Check
- Printing your data
- Additional AutoFill series
- Creating custom lists for AutoFill

### Cell Adjusting, Moving and Copying

- Merging Cells & Resizing Rows & Columns
- Inserting, Deleting Columns & Rows
- Move & Copy Information

### Creating Formulas

- Constructing Simple Formulas
- Absolute V's Relative Cell References & Formulas
- 3D Formulas & Linking Workbooks
- Using Range Names

### Formatting Worksheets

- Formatting Techniques
- Using Conditional Formatting
- Applying Custom Number Formatting

### Charting

- Create & Modify Separate & Embedded Charts

### Getting Help & Printing

- Using the Office Assistant
- Printing Workbook Selections
- Adjusting Page Setup Options
- Inserting & Deleting Page Breaks

### Working with Large Worksheets

- Working with large Worksheets & Printing

### Working With Worksheets

- Customising your workbook
- Consolidating Data on Multiple Worksheets Simultaneously

### Functions

- Common Functions
- Auditing your Worksheets
- Tracing Cells & Formulae
- Using Data Validation

### Templates

- Creating Custom Templates

### Working with Lists

- Working with & Sorting Lists
- Applying Criteria to Filter Data
- Creating Custom Filters
- Calculate Subtotals within a List
- Using the Advanced Filter

### Customising the Toolbar

- Adding, Removing and Customising buttons

### Productivity

- Format Painter, AutoCorrect, AutoComplete
- Cell Comments, Find & Replace, Hyperlinks
- The Drawing Toolbar

### Security

- Using Worksheet & Password Protection