



## Microsoft® Office Excel 2007

### Microsoft® Office Excel 2007: Course Outlines

**Duration: 2 Day/s**

**Overview:**

In the past, it was commonplace for you to have used paper-based methods to store and keep sales data (usually on paper spreadsheets) that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft Office Excel® to manage, edit and print data.

**Pre Requisites:**

Students must have a good working knowledge of the System Platform and Computing Skills.

**Getting Started with Excel**

An overview of Excel

- Spreadsheets
- The Excel Application window

Navigate in Excel

Select data

Enter data

Save a Workbook

- Save vs Save as

Obtain Help

**Modifying a Worksheet**

Move and copy data between cells

Fill cells with a series of data

- AutoFill

Edit cell data

- Undo and redo

Insert and delete cells, Columns and Rows

Find, Replace and Go To Cell Data

- Find
- Replace
- Cell names
- Go To

Spellcheck a worksheet

# Microsoft® Office Excel 2007

## **Performing Calculations**

Create basic formulas

- Formula theory and understanding
- Order of operations

Calculate with Functions

Copy formulas and functions

Create an Absolute Reference

## **Formatting a Worksheet**

Change font size and type

Add borders and colour to cells

- Border options
- Background options

Change column width and row height

merge cells

Apply number formats

Create a custom number format

- Align cell contents

Find and replace formats

Apply an AutoFormat

Apply styles

## **Developing a Workbook**

Format worksheet tabs

Reposition worksheets in a workbook

Insert and delete worksheets

Copy and paste worksheets

Copy a workbook

## **Customizing Layout**

Split a worksheet

Arrange worksheets

Freeze and unfreeze rows and columns

Hide and unhide worksheets

## **Creating and Applying Templates**

Create a workbook from a template

Create a custom template

Working with Comments

Create a hyperlink

## **Creating and Modifying Charts**

Create a Chart

- Charts
- Chart types

Format chart items

Change chart type

Create the Diagram

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### **Working with Graphic Objects**

Insert graphics  
AutoShapes  
Format graphic objects  
Change the order of graphic objects  
- Layering  
Group graphic objects  
Move, copy, and resize graphic objects

### **Calculating with Advanced Formulas**

Create and apply a Named Range of cells  
Calculate Accross worksheets  
Calculate with Date and Time functions  
- Functions categories  
- Date and Time functions  
Calculate with Financial functions  
Calculate with Statistical functions  
calculate with Lookup and Reference functions  
Calculate with Logical functions

### **Sorting and Filtering Data**

Sort data lists  
Filter data lists  
Create and apply Advanced Filters  
- Filter options  
Calculate with database functions  
Add subtotals to a worksheet

### **Using Excel with the Web**

Export Excel data  
- Export  
- File types  
Publish a worksheet to the web  
Import data from the web  
Create a web query

### **Printing Workbook Contents**

Set a print title  
Create Headers and Footers  
Set page margins  
- Margin options  
Change page orientaton  
Insert and remove page breaks  
Print a range

### **Help and Resources**

Help Task Pane  
Excel resources