

Microsoft® Excel® 2007

End-User Computer-Based Training



Introducing Excel 2007

- Identifying Screen Elements
- Getting Help
- Using the Get Started Tab
- Working with Ribbons
- Minimizing the Ribbon
- Using the Mini Toolbar
- Using the Quick Access Toolbar

Working with Workbooks

- Creating a Workbook
- Reusing a Document
- Using Templates
- Saving a Workbook
- Opening a Workbook
- Navigating a Spreadsheet
- Using Save As
- Saving in Different Formats
- Setting Autorecovery Options
- Using Save Tools

Creating Spreadsheets

- Entering Text
- Entering Date & Time
- Clearing Contents
- Picking Data from a List
- Inserting & Deleting Rows
- Inserting & Deleting Columns
- Resizing Columns & Rows

Using Fill Features

- Understanding Fill Capabilities
- Filling a Series
- Using Auto Fill to Repeat Data
- Using Auto Fill to Increment Values
- Using the Auto Fill Pop-up Menu
- Creating a Custom List
- Using Custom Lists

Formatting Cells

- Understanding Themes
- Changing Fonts
- Applying Font Attributes
- Changing Font Size
- Adding Borders
- Applying Fill Color
- Modifying Cell Alignment
- Changing Cell Orientation
- Indenting Cell Contents
- Wrapping Text
- Removing Text Wrap
- Merging Cells
- Unmerging Cells
- Specifying Cell Formats

Using Styles

- Formatting as a Table
- Formatting Cells with Styles
- Creating Styles
- Editing Styles
- Merging Styles

Editing Worksheets

- Selecting Cells
- Editing Cell Content
- Using Copy & Paste
- Using Cut & Paste
- Using Find
- Replacing Values
- Replacing Formulas
- Using Undo & Redo
- Setting Undo Options
- Inserting & Deleting Rows
- Inserting & Deleting Columns
- Inserting & Deleting Sheets
- Moving Worksheets
- Copying Worksheets
- Renaming Worksheets
- Linking Worksheets

Setting a Page Layout

- Changing Margins
- Specifying Orientation
- Setting Paper Size
- Adding a Page Background
- Setting Sheet Options

Manipulating Workbook Views

- Freezing a Window
- Splitting a Window
- Opening a New Window
- Arranging Windows
- Hiding & Unhiding Documents
- Scrolling Open Documents
- Saving a Workspace
- Switching Windows

Adding Headers & Footers

- Creating Headers
- Using Predefined Text
- Using Predefined Elements
- Adding Multiple Footers
- Using Odd & Even Options

Printing a Worksheet

- Previewing Documents
- Using Page Break Preview
- Inserting Manual Breaks
- Deleting Manual Breaks
- Setting a Print Area
- Clearing the Print Area
- Printing the Current Sheet
- Printing a Selection
- Repeating Headings
- Printing Gridlines

Creating Formulas

- Explaining Formulas
- Using Basic Formula Operators
- Revising a Formula
- Using the Function Wizard
- Using the Function List
- Understanding Relative & Absolute
- Recognizing Common Error Messages
- Using AutoSum

Using Name Ranges

- Understanding Name Range Benefits
- Defining Ranges
- Using Undefined Named Ranges
- Using the Name Manager
- Deleting a Range
- Modifying a Range

Using Common Functions

- Working with COUNTIF
- Using SUMIF
- Using the IF Function
- Using AND and OR Statements
- Evaluating Payments
- Performing a VLOOKUP
- Working with ROUND
- Using the TRANSPOSE Function
- Exploring the SUMPRODUCT Function

Auditing Formulas

- Showing Formulas
- Tracing Precedents
- Tracing Dependents
- Removing Arrows
- Using Error Checking
- Using the Watch Window

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Sorting & Filtering

- Sorting Data
- Sorting with Sort Buttons
- Using AutoFilter
- Filtering by Color
- Filtering by Content
- Using Advanced Filters
- Copying Visible Cells Only

Working with Charts

- Creating a Chart
- Modifying a Data Range
- Moving & Sizing Charts
- Editing a Chart
- Changing the Chart Type
- Modifying Chart Elements
- Altering the Chart Area
- Adding a Background Image
- Configuring the Axes
- Specifying the Data Series & Legend
- Creating Dual-axis Charts
- Saving a Template
- Printing Charts
- Deleting Charts

Using Productivity Tools

- Hiding Columns & Rows
- Hiding Worksheets
- Using AutoCorrect
- Using Spell Check
- Protecting a Document
- Protecting a Sheet
- Protecting Cells
- Working with AutoFormat
- Creating Comments
- Displaying Comments
- Deleting Comments
- Translating Documents
- Researching Information
- Sharing Workbooks
- Tracking Changes

Working with Graphics

- Inserting Graphics
- Drawing Graphics
- Formatting Drawn Objects
- Changing an Object's Position & Size
- Adding Text to an Image
- Adding Text Boxes
- Using SmartArt
- Inserting WordArt
- Inserting Symbols
- Aligning Objects

Creating Hyperlinks

- Inserting Objects
- Creating Hyperlinks
- Editing Hyperlinks
- Linking Documents
- Editing Links
- Updating Links
- Opening Linked Documents
- Breaking Links

Using Conditional Formatting

- Selecting Predefined Rules
- Managing Rules
- Modifying Conditionals
- Clearing a Rule
- Creating Rules

Using Paste Special

- Pasting Values
- Pasting Formats
- Pasting Commands
- Pasting Validation Criteria
- Using the Source Theme
- Pasting All Except Borders
- Pasting Column Widths
- Pasting Formulas & Formats
- Pasting Values & Formats
- Using Operators
- Pasting & Skipping Blanks
- Using Paste to Transpose Data

Working with PivotTables

- Defining a PivotTable
- Modifying a PivotTable
- Moving a PivotTable
- Deleting a PivotTable
- Filtering a PivotTable
- Printing a PivotTable
- Refreshing a PivotTable

Manipulating Data

- Converting Text to Columns
- Removing Duplicate Data
- Defining Data Validity Criteria
- Displaying Invalid Data
- Creating Data Validity Lists
- Configuring to Consolidate Data
- Consolidating Data
- Consolidating Data Using Data Ranges

Using What If

- Creating Scenarios
- Setting Goals
- Using a Data Table

Outlining Data

- Grouping Data
- Ungrouping Data
- Generating Subtotals

Exporting Spreadsheets

- Saving a Spreadsheet as a Web Page
- Sending a Spreadsheet via E-mail
- Exporting to PDF

Understanding Macros

- Recording a Macro
- Running a Macro
- Editing a Macro
- Assigning a Macro to a Function Key
- Assigning a Macro to a Toolbar

Configuring Excel Options

- Working with Popular Settings
- Specifying Proofing Settings
- Configuring Advanced Options

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Default Courses

Beginning Excel Features

- Working with Ribbons
- Creating a Workbook
- Saving a Workbook
- Opening a Workbook
- Navigating a Spreadsheet
- Entering Text
- Entering Date & Time
- Understanding Fill Capabilities
- Understanding Themes
- Changing Fonts
- Selecting Cells
- Using Undo & Redo
- Inserting & Deleting Rows
- Inserting & Deleting Sheets
- Previewing Documents
- Setting a Print Area
- Clearing the Print Area
- Using AutoFilter
- Selecting Predefined Rules
- Clearing Rules

Intermediate Excel Features

- Using the Quick Access Toolbar
- Using Save As
- Resizing Columns & Rows
- Using Auto Fill to repeat Data
- Applying Font Attributes
- Wrapping Text
- Formatting as a Table
- Using Copy & Paste
- Using Find
- Changing Margins
- Changing Headers
- Explaining Formulas
- Using Basic Formula Operators
- Using AutoSum
- Filtering by Content
- Changing the Chart Type
- Creating Comments
- Inserting Graphics
- Opening Linked Documents
- Managing Rules

Advanced Excel Features

- Creating Styles
- Linking Worksheets
- Defining Ranges
- Using the Name Manager
- Working with COUNTIF
- Using the IF Function
- Using AND and OR statements
- Performing a VLOOKUP
- Exploring the SUMPRODUCT Function
- Sorting Data
- Creating a Chart
- Editing a Chart
- Creating Hyperlinks
- Editing Hyperlinks
- Using Operators
- Defining a PivotTable
- Defining Data Validity Criteria
- Creating Data Validity Lists
- Running a Macro
- Assigning a Macro to a Function Key

Did You Know About

- Clearing Contents
- Picking Data from a List
- Inserting & Deleting Rows
- Inserting & Deleting Columns
- Filling a Series
- Using Auto Fill to Increment Values
- Using the Auto Fill Pop-up Menu
- Creating a Custom List
- Formatting Cells with Styles
- Freezing a Window
- Adding Multiple Footers
- Repeating Headings
- Hiding Columns & Rows
- Adding Text to an Image
- Adding Text Boxes
- Linking Documents
- Displaying Invalid Data
- Creating Scenarios
- Generating Subtotals
- Exporting to PDF

New Features

- Using SmartArt
- Inserting WordArt
- Inserting Symbols