

Microsoft Excel 2007 - Level 1 Training

- **Course Number:** Excel2k71
- **Length:** 1 Day(s)

Certification Exam

No Microsoft Certified Professional exams are associated with this course currently.

Course Overview

Microsoft Office Excel 2007 is a powerful tool you can use to create and format spreadsheets, and analyze and share information to make more informed decisions. With the Microsoft Office Fluent user interface, rich data visualization, and PivotTable views, professional-looking charts are easier to create and use. Office Excel 2007, combined with Excel Services, a new technology that will ship with Microsoft Office SharePoint Server 2007, provides significant improvements for sharing data with greater security. You can share sensitive business information more broadly with enhanced security with your coworkers, customers, and business partners. By sharing a spreadsheet using Office Excel 2007 and Excel Services, you can navigate, sort, filter, input parameters, and interact with PivotTable views directly on the Web browser.

Prerequisites

Basic computer proficiency is required.

Audience

This course is for anyone who wishes to learn Microsoft Excel 2007.

Course Outline

- Lesson 1 - Exploring the Excel Environment
- Exploring the Excel Environment
- Spreadsheets
- Microsoft Office Excel 2007
- The Excel Application Window
- Worksheets
- Workbooks
- The Microsoft Office Button
- Demo - Explore User Interface
- Lab - Explore User Interface
- The Ribbon
- Demo - Ribbon
- Lab - Exploring the Ribbon
- The Quick Access Toolbar
- Demo - Quick Access Toolbar
- The Microsoft Office Window Frame
- The Home Tab
- The Insert Tab
- The Page Layout Tab
- The Formulas Tab
- The Data Tab

- The Review Tab
- The View Tab
- Dialog Box Launchers
- The Excel Help Window
- Demo - Help
- Lab - Obtaining Help
- The Excel Help Toolbar
- Customization Options
- Lab - Customizing the Quick Access Toolbar
- Lesson 1 Review
- Lesson 2 - Working with an Excel Worksheet
- Working with an Excel Worksheet
- Mouse Navigation Options
- Demo - Navigation
- Lab - Navigation in Excel
- The New Workbook Dialog Box
- The Mini Toolbar
- Demo - Enter Data
- Lab - Selecting an Entering Data
- File Formats
- Demo - Saving
- Lab - Saving a Workbook
- Lab - Converting an XLS Workbook to an XLSX Workbook
- Lab - Saving a Workbook in XLS Format
- Lesson 2 Review
- Lesson 3 - Modify a Worksheet
- Modify a Worksheet
- Undo and Redo
- Demo - Editing
- Auto Fill
- Demo - Auto Fill
- The Find Command
- The Replace Command
- Demo - Find and Replace
- Lab - Searching for Data in a Worksheet
- Cell References
- Cell Names
- Demo - Insert cells
- The Go To Command
- Lab - Locating a Cell in a Worksheet
- The Spelling Dialog Box
- Demo - Spell Check
- Lab - Spell Checking a Worksheet
- Lesson 3 Review
- Lesson 4 - Performing Calculations
- Performing Calculations
- Excel Formulas
- The Formula Bar
- Demo - Formula
- Lab - Creating Basic Formulas
- The Order of Operations
- Functions

- Formula AutoComplete
- Demo - Functions Lab - Calculating with other Basic Functions
- Relative References
- Demo - Coping Formulas and Functions
- Lab - Coping Formulas and Functions
- Absolute Reference
- Demo - Absolute
- Lab - Creating an Absolute Reference
- Mixed References
- Lab - Creating a Mixed Reference
- Lesson 4 Review
- Lesson 5 - Formatting a Worksheet
- Formatting a Worksheet
- Fonts
- Demo - Text to Column
- Lab - Converting Text to Columns
- Demo - Fonts
- Lab - Modifying Fonts
- The Format Cells Dialog Box
- Lab - Adding Borders and Colors to Cells
- Lab - Transposing Data While Pasting Content
- Demo - Column Widths and Row Height
- Lab - Changing Column Width and Row Height
- Live Preview
- Number Formats
- Lab - Applying Number Formats
- Lab - Aligning Cell Contents
- Demo - Merge and Split Cells
- Lab - Merging Cells
- Demo - Format Number
- Demo - Find and Replace Formats
- Lab - Replacing Formats
- Autoformats
- Lab - Applying an AutoFormat
- Cell Styles
- Demo - Styles
- Lab - Applying Cell Styles
- Themes
- Lab - Applying Themes
- Lesson 5 Review
- Lesson 6 - Developing a Workbook
- Developing a Workbook
- Worksheet Tabs
- Demo - Format Worksheet Tabs
- Lab - Formatting Worksheet Tabs
- Insert and Delete Worksheets
- Demo - Insert and Delete Sheets
- Lab - Inserting and Deleting Worksheets
- Lab - Copying and Pasting Worksheet
- Lesson 6 Review
- Lesson 7 - Printing Workbook Contents
- Printing Workbook Contents

- Headers
- Demo - Print Titles
- Footers
- Demo - Headers and Footers
- Lab - Creating a Header and Footer Header Dialog Box
- Page Margins
- Lab - Setting Page Margins
- Page Orientation
- Demo - Margins Orientation
- Lab - Changing Page Orientation
- Page Breaks
- Demo - Page Breaks
- Lab - Setting Page Breaks
- Lesson 7 Review
- Lesson 8 - Customizing Layout
- Customizing Layout
- Split Worksheet
- Demo - Window Split
- Lab - Splitting a Worksheet
- Freeze and Unfreeze
- Lab - Freezing and Unfreezing Rows and Columns
- Demo - Arrange
- Lab - Arranging Worksheets in New Windows
- Lab - Hiding and Unhiding Worksheet
- Lesson 8 Review
- Closure