

Introduction to Microsoft Excel

Course Aims

This training course is designed to let users get to grips with the main features of Microsoft Excel 2007. It is entirely 'hands on', so delegates will learn through practical experience of creating and modifying actual spreadsheets in the classroom.

Who Should Attend?

New or intending users of Microsoft Excel who wish to gain a good understanding of the software. Note: A working knowledge of using PCs in the Microsoft Windows environment is required.

Course Outline

Getting Started with Excel 2007

- Starting Excel 2007
- Excel 2007 Opening Screen
- The Title Bar
- The Menu Bar
- Toolbars
- Scroll Bars
- Active Cell, Column and Row Headers
- Sheet Tabs
- The Status Bar
- Menus and Submenus
- SpeedKeys
- Exiting Excel

Starting a Workbook

- Creating a New Workbook
- Moving Around the Sheet
- Scrolling
- The Mouse Pointer
- Selecting Cells with the Mouse
- Selecting Cells with the Keyboard
- Spreadsheet Data Types
- Year 2007 Best Practice
- Entering and Editing Data
- Editing Long Entries
- Undoing Incorrect Edits
- AutoFill
- Custom Lists
- Saving a Workbook
- Closing a Workbook
- Opening a Workbook
- Deleting a Workbook

Working with Worksheets and Cells

- Using Go To
- Moving Data with Drag-and-Drop
- Cut, Copy and Paste
- Moving Entries (Cut and Paste)
- Copying Cell Contents (Copy and Paste)
- Using the Office Clipboard
- Using Find and Replace

Entering Basic Calculations

- AutoSum
- Entering a Calculation
- Statistical Functions
- Using Relative and Absolute Cell Addresses
- Circular References

Structuring the Worksheet

- Inserting and Deleting Rows and Columns
- Inserting and Deleting Worksheets
- Inserting and Deleting Rows and Columns
- Inserting and Deleting Worksheets

Printing Worksheets

- Print Preview
- Changing the Page Setup
- Printing