

Course Syllabus: Microsoft Excel 2007 Introduction

Excel 2007 Fundamentals

Starting Excel 2007
What's New in Excel 2007
Understanding the Excel 2007 Program Screen
Understanding the Ribbon
Using the Microsoft Office Button and Quick Access Toolbar
Using Keyboard Commands
Using Contextual Menus and the Mini Toolbar
Using Help
Exiting Excel 2007

Worksheet Basics

Creating a New Workbook
Opening a Workbook
Navigating a Worksheet
Entering Labels
Entering Values
Selecting a Cell Range
Overview of Formulas and Using AutoSum
Entering Formulas
Using AutoFill
Understanding Absolute and Relative Cell References
Using Undo and Redo
Saving a Workbook
Previewing and Printing a Worksheet
Closing a Workbook

Editing a Worksheet

Editing Cell Contents
Cutting, Copying, and Pasting Cells
Moving and Copying Cells Using the Mouse
Using the Office Clipboard
Using the Paste Special Command
Checking Your Spelling
Inserting Cells, Rows, and Columns
Deleting Cells, Rows, and Columns
Using Find and Replace
Using Cell Comments
Tracking Changes

Formatting a Worksheet

Formatting Labels
Formatting Values
Adjusting Row Height and Column Width
Working with Cell Alignment
Adding Cell Borders, Background Colors and Patterns
Using the Format Painter
Using Cell Styles
Using Document Themes
Applying Conditional Formatting
Creating and Managing Conditional Formatting Rules
Finding and Replacing Formatting

Creating and Working with Chartst

Creating a Chart
Resizing and Moving a Chart
Changing Chart Type
Applying Built-in Chart Layouts and Styles
Working with Chart Labels
Working with Chart Axes
Working with Chart Backgrounds
Working with Chart Analysis Commands
Formatting Chart Elements
Changing a Chart's Source Data
Using Chart Templates