



Microsoft Excel Introduction

Microsoft Excel - Introduction is a one-day course which introduces students to basic Excel tools used to create spreadsheets. Students will learn to work with label and values as well as creating basic functions and formulas. Students will gain knowledge for using Excel shortcuts and leave with many tips and tricks. This course will also discuss formatting options for labels and values that will keep data organized with a nice clean visual appearance.

Target Student: Anyone interested in acquiring skills necessary to create, edit, format, and print basic Microsoft Excel worksheets.

Prerequisites: Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Delivery Method: Instructor-led, classroom-delivery learning model with structured hands-on activities.

Benefits: Upon successful completion of this course, you will be able to manage, edit, and print data using Microsoft Excel.

What's Next:

Microsoft Excel -Advanced Students will take their knowledge of Excel to the next level. Learn to work with worksheets, data analysis tools, and data ranges.

Microsoft Word - Introduction Learn how to create, revise, and save documents for printing and future retrieval.

Adobe Acrobat/PDF Learn how to create and secure PDFs for document distribution on the Web.

PowerPoint Learn how to design, create, and deliver presentations with pizzazz.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Understand the difference between Functions and Formulas.
- Develop an understanding of operators and the order of operations.
- Perform calculations manually.
- Create calculations using the built-in functions.
- Edit Cells with calculations.
- Understand the difference between Relative Referencing and Absolute Referencing.





Microsoft Excel - Introduction 1 Day

The Fundamentals

- Starting Excel 2007
- What's New in Excel 2007
- Understanding the Excel Program Screen
- Understanding the Ribbon
- Using the 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
- Using the Research Task Pane
- 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

Working with Tables

- Creating a Table
- Working with Table Size
- Working with the Total Row
- Working with Table Data
- Summarizing a Table with a PivotTable
- Using the Data Form
- Using Table Styles
- Using Table Style Options
- Creating and Deleting Custom Table Styles
- Convert or Delete a Table

Creating and Working with Charts

- 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

Working with Page Layout and Printing

- Creating Headers and Footers
- Using Page Breaks
- Adjusting Margins and Orientation
- Adjusting Size and Scale
- Adding Print Titles, Gridlines and Headings
- Advanced Printing Options