



Course Length: 1.0 days

Excel is the world's premier spreadsheet software. You can use Excel to analyse numbers, keep track of data, and graphically represent your information.

With Excel 2007, you can manage more data than ever, with increased worksheet and workbook sizes. Excel also makes your job easier by providing an easy to use interface and an array of powerful tools to help you turn your data into usable information – we'll show you how.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Parramatta, Melbourne, Adelaide, Canberra and Perth.

Excel 2007 Essentials Course Outline

Foreword:

Excel is the world's premier spreadsheet software. You can use Excel to analyze numbers, keep track of data, and graphically represent your information. With Excel 2007, you can manage more data than ever, with increased worksheet and workbook sizes. Excel also makes your job easier by providing an easy to use interface and an array of powerful tools to help you turn your data into usable information – and better information leads to better decision making!

Outcomes:

- Open and close Excel
- Differentiate between worksheets, workbooks, rows, columns and cells
- Enter labels and values
- Edit data
- Check spelling
- Open, close, and save workbooks (including publishing to PDF)
- Switch between Excel views
- Use Zoom
- Set up your page
- Preview and print your workbook
- Build and edit formulas
- Copy formulas
- Use absolute referencing appropriately
- Use basic Excel functions including SUM, AVERAGE, MAX, and MIN
- Use Selection Statistics
- Use AutoFill and AutoComplete
- Sort and filter data
- Format text and numbers
- Apply borders
- Use cell styles
- Change the workbook theme

<p>Excel 2007 Essentials Training Course - Lesson 1 Getting Started</p> <ul style="list-style-type: none"> • Workshop Objectives 	<p>Excel 2007 Essentials Training Course - Lesson 2 Opening and Closing Excel</p> <ul style="list-style-type: none"> • Opening Excel • Understanding the Interface • Understanding Worksheets • Understanding Workbooks • Closing Excel
<p>Excel 2007 Essentials Training Course - Lesson 3 Your First Worksheet</p> <ul style="list-style-type: none"> • Entering Data • Using the Wrap Command • Editing Data • Adding Rows and Columns • Checking Your Spelling 	<p>Excel 2007 Essentials Training Course - Lesson 4 Working with Excel Files</p> <ul style="list-style-type: none"> • About the New File Format • Saving Files • Publishing Files to PDF • Closing Files • Opening Files
<p>Excel 2007 Essentials Training Course - Lesson 5 Viewing Excel Data</p> <ul style="list-style-type: none"> • An Overview of Excel's Views • Switching Views • Using Zoom • Switching Between Open Files 	<p>Excel 2007 Essentials Training Course - Lesson 6 Printing Excel Data</p> <ul style="list-style-type: none"> • An Overview of the Page Layout Tab • Setting Up Your Page • Using Print Preview • Printing Data
<p>Excel 2007 Essentials Training Course - Lesson 7 Building Formulas</p>	<p>Excel 2007 Essentials Training Course - Lesson 8 Using Excel Functions</p>



- The Math Basics of Excel
- Building a Formula
- Editing a Formula
- Copying a Formula
- Relative vs. Absolute Referencing

Excel 2007 Essentials Training Course - Lesson 9
Using Time Saving Tools

- Using AutoFill
- Using AutoComplete
- Sorting Data
- Filtering Data

Excel 2007 Essentials Training Course - Lesson 11
More Formatting

- Adding Borders
- Adding Fill Color
- Using Cell Styles
- Using Conditional Formatting
- Changing the Theme

- Formulas vs. Functions
- Understanding the Formulas Tab
- Using the SUM Function
- Using Other Basic Excel Functions
- Using the Status Bar to Perform Calculations

Excel 2007 Essentials Training Course - Lesson 10
Formatting your Data

- Changing the Appearance of Your Text
- Changing the Appearance of Numbers
- Setting Alignment Options
- Using Merge
- Removing Formatting

Excel 2007 Essentials Training Course - Lesson 12
Wrapping Up

- Words From the Wise
- Your Notebook

Web Links:

View this course online:

<http://pdtraining.com.au/excel-2007-essentials-training-course>

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