



Course Length: 1.0 days

Microsoft Excel is the world's most widely used spreadsheet software, and the ability of a company to efficiently manage data, reports and statistics can greatly contribute to its success. Many organizations now expect employees to be proficient in Excel, so it's a great investment to make sure you're skills in this software are sufficient.

In this entry level course, you will learn how to open and close Excel; differentiate between worksheets, workbooks, rows, columns and cells, enter labels and values, build and edit formulas and much more!

This training course is now available in Malaysia and Kuala Lumpur.

This Microsoft Excel 2007 Essentials training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Click on the In-house tab below to generate an instant quote or enroll now into the next public course date.

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

Excel 2007 Essentials Training Course - Lesson 1 **Getting Started**

- Workshop Objectives

Excel 2007 Essentials Training Course - Lesson 2 **Opening and Closing Excel**

- Opening Excel
- Understanding the Interface
- Understanding Worksheets
- Understanding Workbooks
- Closing Excel

Excel 2007 Essentials Training Course - Lesson 3 **Your First Worksheet**

Excel 2007 Essentials Training Course - Lesson 4 **Working with Excel Files**



- Entering Data
- Using the Wrap Command
- Editing Data
- Adding Rows and Columns
- Checking Your Spelling

- About the New File Format
- Saving Files
- Publishing Files to PDF
- Closing Files
- Opening Files

Excel 2007 Essentials Training Course - Lesson 5
Viewing Excel Data

- An Overview of Excel's Views
- Switching Views
- Using Zoom
- Switching Between Open Files

Excel 2007 Essentials Training Course - Lesson 6
Printing Excel Data

- An Overview of the Page Layout Tab
- Setting Up Your Page
- Using Print Preview
- Printing Data

Excel 2007 Essentials Training Course - Lesson 7
Building Formulas

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

Excel 2007 Essentials Training Course - Lesson 8
Using Excel Functions

- 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 9
Using Time Saving Tools

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

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 11
More Formatting

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

Excel 2007 Essentials Training Course - Lesson 12
Wrapping Up

- Words From the Wise
- Your Notebook

Web Links:

View this course online:

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

In-house Training Instant Quote:

<https://bookingsmy.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

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