# Microsoft Office 2007: Excel



**Meet the expert:** Stuart Rosen is an instructional designer, writer, and trainer with more than 20 years of experience creating technical, procedural, sales, human relations, and academic training. He has provided training for a wide variety of software applications, including Microsoft Word, Excel, PowerPoint, Access, and Outlook, as well as applications for digital imaging and web design. Stuart has also provided training for numerous custom corporate applications.

**Runtime:** 03:01:24

**Course description:** Microsoft Office Excel 2007 is a spreadsheet program that you use to calculate and present data. It features some significant changes from previous versions of Excel, including the Ribbon, which replaces the menus and toolbars used those earlier versions. We will show you how to use the new Ribbon as you learn to add data to worksheets, create formulas, and format worksheet appearance. With the advanced features of Excel 2007, you can create more powerful formulas, give worksheets a more professional look, and present your data with more impact. We will show you how to work with multiple worksheets, format data with Styles, add page features, and create charts. You will also see how to customize Excel to suit the way you work.

**Course outline:**

**Getting Started with Excel**
- Introduction
- Opening Excel
- Ribbon
- Quick Access Tool Bar
- Tabs
- Help Button
- Summary

**Entering Data**
- Introduction
- Terminology
- Creating a Worksheet
- Auto Correct
- Auto Fill
- Clearing a Cell
- Entering Data
- Excel Options
- Saving the Document
- Summary

**Creating and Copying Formulas**
- Introduction
- Creating a Formula
- Sum Function
- Coping a Formula
- Auto Sum Button
- Formula Auto Correct
- Error Checking
- Precentage Formula
- Cut, Copy, Paste buttons
- Summary

**UsingFormulaOptions**
- Introduction
- Monthly Totals
- Average Function
- Moving Cells
- Coping Cells
- Absolute Reference
- Auto Recalculation
- Formula Auditing
- Summary

**Working with Documents**
- Introduction
- Opening Documents
- Switching Documents
- Task Bar Buttons
- Arrange Windows
- Blank Document
- Closing Excel
- Summary

**Enhancing the Worksheet**
- Introduction
- Pin Options for Excel
- Opening a Recent Document
- Inserting Rows
- Inserting a Title
- Formatting Cells
- Auto Fit
- Text Alignment
- Merging Cells
- Indent Feature
- Formatting Title
- Adding Color
- Adding Boarders
- Removing Formatting
- Undo Changes
- Deleting Worksheets
- Printing
- Summary

**Using Multiple Worksheets**
- Introduction
- Changing Worksheet Names
- Add a Worksheet
- Move a Worksheet
- Copy a Worksheet
- Formula Between 2 Worksheets
- View 2 Worksheets
- Customize Excel
- Status Bar
- Summary

**LayingOut and Printing**
- Introduction
- Date Formatting
- Widening Columns
- Styles
- Text Wrapping
- Spell Checker
- Find and Replace
- Moving from Cell to Cell
- Splitting the Screen
- Freeze Panes
- Zoom
- Print Preview
- Printing
- Print Margins
- Orientation
- Page Breaks
- Headers and Footers
- Templates
- Summary

**Managing Data**
- Introduction
- Database Table
- Sorting
- Filter
- Hiding Columns
- Financial Functions
- Summary

**Using Charts**
- Introduction
- Using Charts
- Formatting a Chart
- Adding a Shape
- Printing a Chart
- Summary