

Excel 2007 Basic Ref: EX27BA

Days of training: 1

Prerequisites: Windows XP: Basic or equivalent experience

Getting started

Spreadsheet terminology
Exploring the Excel window
Getting help
Navigating workbooks

Entering and editing data

Entering and editing text and values
Entering and editing formulas
Working with pictures
Saving and updating workbooks

Modifying a worksheet

Moving and copying data
Moving and copying formulas
Absolute and relative references
Inserting and deleting ranges, rows, and columns

Using functions

Entering functions
AutoSum
Other useful functions

Formatting worksheets

Formatting text
Formatting rows and columns
Formatting numbers
Conditional formatting
Copying formats and applying table formats

Printing

Preparing to print
Page Setup options
Printing worksheets

Creating charts

Chart basics
Modifying charts
Printing charts

Managing large workbooks

Viewing large worksheets
Printing large worksheets
Using multiple worksheets

