



INTRODUCTION TO EXCEL 2007

COURSE DURATION: 1 DAY

Excel Introductory can be the most useful day's training both for those who are new to the program and also for existing users who might be self-taught. An impressive number of shortcuts and other time-savers are elemental to the course outline.

PRE-REQUISITES

No previous Excel experience is required but some knowledge of the operating system, plus basic mouse and keyboarding skills is essential

COURSE OUTLINE

Introduction to the 2007 look

The reasoning behind the changes
Exploring the accessibility of tool
Finding old favourites

The Basics

Exploring buttons on the Toolbars
Definition of a spreadsheet and its uses
Opening Excel Opening an existing file
Creating a new spreadsheet
Using keyboard shortcuts to get around
Saving a spreadsheet
Printing options
Printing the spreadsheet
Printing a range
Closing a spreadsheet
Exiting from Excel
Using Help

Page Layout

Changing paper size and orientation
Setting page margins and alignment
Scaling print output to fit a defined number of pages
Printing column and row titles
Viewing a worksheet in Print Preview
Changing margin and column widths in Preview mode
Inserting and remove a page break
Setting up headers and footers
Adding fields in headers and footers (page number, date/time, file information)

Printing Worksheets and Workbooks

Printing a worksheet
Printing an entire workbook
Displaying formulas in worksheet cells
Printing a range of cells
Setting, printing, and clearing a print area
Printing a group of worksheets

Entering Text and Numbers

Entering and editing text and numbers
Copying series
Entering data in a range

Formatting Text & Numbers

Using simple Formatting
Formatting Numbers
Aligning Text or Numbers

Working with Formulae

Entering a formula
Series filling a formula
Viewing formulae using built-in functions
Manipulating Cells & their Contents
Moving the contents of cells
Copying the contents of cells

Formatting cells

Merging cells
Increasing the width and height of cells
Inserting and deleting rows and columns
Placing borders around cells
Simple sorting (based on the contents of one column)

Relative and Absolute Referencing

Relative referencing
Absolute referencing

CREATIVITY AND EFFICIENCY

During Office Hours: 020 8979 8977, Out of Office Hours: Marie, 0789 444 0662,
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