

Course outline for MS Excel 2007 - Introduction level

GETTING STARTED

- What is the Active Cell?
- Entering numbers and text
- Difference between Worksheets and Workbooks
- Saving a workbook
- Opening and Closing a workbook
- Creating a new workbook
- Selecting techniques
- Selecting a row, column or worksheet

MANIPULATING ROWS AND COLUMNS

- Inserting rows & columns into a worksheet
- Deleting rows & columns within a worksheet
- Modifying rows & columns

COPYING, MOVING AND DELETING

- Copying, Cutting and pasting Clearing & deleting cell contents
- Editing cell content
- Undo and Redo
- AutoFill
- Finding and replacing data

MANIPULATING WORKSHEETS

- Switching between worksheets
- Renaming a worksheet
- Inserting and deleting a new worksheet
- Copying and moving a worksheet

FORMATTING

- Font type and size
- Bold, italic, underline
- Formatting the font, background & border colour
- Aligning contents in a cell range
- Merge and Centre icon
- Cell orientation
- Text wrapping
- Format painter
- Number formatting

FORMULAS

- Creating formulas + - * /
- Copying formulas
- Operators < > <= >=
- Formula error messages
- Relative & Absolute cell referencing
- Order of calculation

PRINTING A WORKSHEET

- Gridline display when printing
- Printing titles on every page
- Printing row and column headings
- Spell checking
- Previewing a worksheet
- Comparing Workbooks side by side
- Zooming the view
- Printing options
- Scaling your worksheet to fit a page(s)



If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

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