

## Introduction to Excel 2007

**Audience:** Users who want a comprehensive introduction to this spreadsheet.

### Day 1

#### Excel Basics

- ◆ Understanding Excel
- ◆ The Excel interface
- ◆ Starting Excel
- ◆ Parts of a Workbook
- ◆ Moving about a Worksheet

#### Entering Data and Formulas

- ◆ Entering Data
- ◆ Saving a file with a new name
- ◆ Aligning Labels
- ◆ Cell Ranges
- ◆ Autofill (Optional)
- ◆ Formulas
- ◆ Pointing
- ◆ Editing
- ◆ Comments (Optional)

#### Ranges

- ◆ Changing Columns Widths/Row Hts
- ◆ Shortcut Menus
- ◆ Inserting/Deleting Columns/Rows
- ◆ Totals and Visual Totals

#### Formatting

- ◆ Formatting, Values, Dates, Times
- ◆ Selecting large blocks of data
- ◆ Fonts, Borders, Fills, Mini-Toolbar
- ◆ Styles, Galleries, Preview, Themes

#### Printing

- ◆ Print Area, Page Layout View
- ◆ Zooming, Centering, Landscape
- ◆ Headers/Footers
- ◆ Margin Handles
- ◆ Multi-Width Sheets
- ◆ Page Breaks
- ◆ Print Titles

### Day 2

#### Copying and Moving

- ◆ Copying Data
- ◆ Pasting Multiple Items
- ◆ Moving Cells
- ◆ Copying and Moving Formulas
- ◆ Absolute Addresses

#### Multiple Panes and Sheets

- ◆ Splitting Windows into Panes
- ◆ Freezing Panes
- ◆ Multi-Sheet Workbooks
- ◆ Group Editing
- ◆ 3-D Formulas
- ◆ Printing a Multi-Page Workbook

#### Additional Topics

- ◆ Using Functions
- ◆ The Insert Function Button
- ◆ Sorting by Single/Multiple Columns
- ◆ Sorting with Blank Columns/Rows
- ◆ Sorting by Color
- ◆ Saving to an Excel 2003 Workbook

#### Creating Charts

- ◆ Parts of a Chart
- ◆ Modifying a Chart
- ◆ Additional Chart Parts
- ◆ Enhancing a Chart
- ◆ Chart Backgrounds
- ◆ Data Labels
- ◆ Formatting Single Item in a Group

#### Appendix A

- ◆ Option Buttons