

Speed Features of Excel 2007

Cells styles and Conditional Formatting

- ◆ Setting up the Quick Access Toolbar
- ◆ What are Styles
- ◆ What are Cell Styles
- ◆ Applying Styles
- ◆ Using Styles and Themes Together
- ◆ Creating a new Style
- ◆ Modifying Styles
- ◆ Merging styles
- ◆ Conditional formatting
- ◆ Copying Conditional Formatting Rules
- ◆ Editing and Clearing Rules

Creating and Using Templates

- ◆ Using Existing Templates
- ◆ Creating a New Template
- ◆ Protecting a Worksheet
- ◆ Modifying Templates

Filters and Tables

- ◆ Filters
- ◆ Using Criteria
- ◆ Filter Scope
- ◆ Tables
- ◆ Converting a Table back to a Range

Outlines and Automatic Subtotals

- ◆ What is a Worksheet Outline
- ◆ Creating an Outline
- ◆ The Outline Display
- ◆ Outline Scope
- ◆ Clearing an Outline
- ◆ Automatic Subtotals

What-If Analysis

- ◆ Data Analysis
- ◆ Goal Seek
- ◆ Data Table
- ◆ The Scenario manager
- ◆ Showing Scenarios
- ◆ Using Defined names in Scenario Manager
- ◆ Multiple Value Scenarios
- ◆ Modifying Scenarios

Using Excel data and Charts in Word and PowerPoint

- ◆ Overview
- ◆ Updating Links
- ◆ When Should I Paste, embed or Link Worksheet Ranges
- ◆ Inserting Excel Charts into Word

Creating Custom Views

- ◆ The View Manager
- ◆ Using Views

Appendix A: The New Interface

- ◆ The New Discoverable Interface
- ◆ The Ribbon
- ◆ The Mini Toolbar
- ◆ The Microsoft Office Button
- ◆ The Quick Access Toolbar
- ◆ Galleries and Live Preview
- ◆ Customizing the Window border
- ◆ The Home Tab Bar
- ◆ The Trust Bar