

# Microsoft Excel 2007—Beginner

## One Day Course

Microsoft Excel is a widely used program that enables you to create and format spreadsheets for the analysis and sharing of information. This course provides the learner with the skills and knowledge necessary to create workbooks in Microsoft Excel 2007. It covers creating a new workbook, adding data, editing data, working with formulas, printing and charting as well as teaching participants how to work more effectively with existing workbooks and work sheets.

### Learning Outcomes

At the completion of this courseware participants will be able to:

- Understand the origins of and basic uses for spreadsheets
- Work within the basic Excel environment
- Create a new workbook, save, print your workbook, copy and paste data
- Understand and work with ranges in a worksheet
- Understand, create and work with formulas and functions used to perform calculations
- Use font formatting techniques to greatly enhance the look of a worksheet
- Align the contents of cells in a number of ways
- Format rows and columns in a worksheet
- Understand and use the number formatting features in Excel
- Apply borders to cells and ranges
- Create and work with headers and footers
- Create effective charts in Microsoft Excel
- Find the information you need in Help

### Who Will Benefit From this Course

This course is designed for beginner users who have little or no understanding, knowledge of, or experience in using Microsoft Excel 2007.

### Pre-requisites

This course assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Introduction to Computers is a suggested pre-course to provide basic computer knowledge and skills.

### Program Benefits

- Greater career opportunities
- Fun, effective, supportive learning environment
- Flexible delivery methods

### Duration

1 day 9.30am—4.30pm

### Course Dates

Visit [www.interwork.com.au](http://www.interwork.com.au) for the latest course schedule and booking form or call us on (08) 8416 6500.

### Booking Details

Phone: (08) 8416 6500

Fax: (08) 8416 6530

Email: [interskills@interwork.com.au](mailto:interskills@interwork.com.au)

### Course Cost

\$245.00 per person plus GST

## Modules: Microsoft Excel 2007—Beginner

This course uses a selection of the following modules

### Spreadsheets

- How Spreadsheets Work
- Spreadsheet Characteristics
- Spreadsheet Functionality
- The Appropriateness Of Spreadsheets

### Getting To Know Excel

- Starting Excel
- The Excel Screen
- Using The Ribbon
- Using KeyTip Badges
- Minimising The Ribbon
- Shortcut Menus
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- The Quick Access Toolbar
- The Office Button
- The Status Bar
- Exiting Safely From Excel

### Creating A New Workbook

- Understanding Workbooks
- Using The Blank Workbook Template
- Typing Text Into A Worksheet
- The Save As Dialog Box
- Saving A New Workbook
- Typing Numbers Into A Worksheet
- Typing Simple Formulas In A Worksheet
- Easy Formulas
- Typing Dates In A Worksheet
- Easy Formatting
- Checking Spelling In A Worksheet
- Making And Saving Changes
- Printing A Worksheet
- Safely Closing A Workbook
- Opening An Existing Workbook
- Moving About A Worksheet

### Selecting Ranges

- Understanding Ranges
- Selecting Ranges
- Selecting Non-Contiguous Ranges
- Using Special Selection Techniques
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns

### Copying Excel Data

- Understanding Copying In Excel
- Using Fill For Quick Copying
- Copying From Cell To Another
- Copying from one cell to a range
- Copying from one range to another
- Copying Relative Formulas
- Copying To A Non-Contiguous Range

### Formulas And Functions

- Understanding Formulas
- Creating Formulas That Add
- Creating Formulas That Subtract
- Formulas That Multiply And Divide
- Understanding Functions
- Using The SUM Function To Add
- Summing Non-Contiguous Ranges
- Calculating An Average
- Finding A Maximum Value
- Finding A Minimum Value
- More Complex Formulas
- What If Formulas
- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References

### Font Formatting

- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Growing And Shrinking Fonts
- Making Cells Bold
- Italicising Text
- Underlining Text
- Changing Font Colours
- Changing Background Colours
- Using The Format Painter

### Cell Alignment

- Understanding Cell Alignment
- Aligning Right
- Aligning To The Centre
- Aligning Left
- Aligning Top
- Aligning Bottom
- Aligning To The Middle
- Rotating Text
- Indenting Cells
- Wrapping And Merging Text
- Merging And Centring
- Merging Cells
- Unmerging Cells

### Row And Column Formatting

- Approximating Column Widths
- Setting Precise Column Widths
- Setting The Default Column Width
- Approximating Row Height
- Setting Precise Row Heights
- Hiding Rows And Columns
- Unhiding Rows And Columns

### Number Formatting

- Understanding Number Formatting
- Applying General Formatting
- Formatting As Currency
- Formatting Percentages
- Formatting As Fractions
- Formatting As Dates
- Using The Thousands Separator
- Increasing And Decreasing Decimals

### Applying Borders

- Understanding Borders
- Applying A Border To A Cell
- Applying A Border To A Range
- Applying A Bottom Border
- Applying Top And Bottom Borders
- Removing Borders
- The More Borders Option
- Using The More Borders Option

### Working With A Worksheet

- Understanding Worksheets
- Changing Worksheet Views
- Worksheet Zooming
- Viewing The Formula Bar
- Viewing The Gridlines
- Viewing The Ruler
- Inserting Cells
- Deleting Cells
- Inserting Columns
- Inserting Rows
- Deleting Rows And Columns
- Switching Between Worksheets

### Saving Workbooks

- Filing Locations
- Naming Conventions
- Compatibility Mode
- Saving As A Different Name
- Saving In Another Location
- Saving In Another Version
- Saving In A Web Format

### Printing

- Understanding Printing
- Previewing Before You Print
- Performing A Quick Print
- Selecting A Printer
- Printing A Range
- Printing An Entire Workbook
- Specifying The Number Of Copies
- Understanding Page Layout
- Using Built In Margins
- Setting Custom Margins
- Changing Margins By Dragging
- Changing Orientation

## Modules: Microsoft Excel 2007—Beginner

This course uses a selection of the following modules

Specifying The Paper Size  
Scaling To A Percentage  
Fit To A Specific Number Of Pages  
Strategies For Printing Larger Worksheets

### Headers And Footers

Understanding Headers And Footers  
Adding A Quick Header  
Adding A Quick Footer  
Switching Between Headers And Footers  
Typing Text Into Headers And Footers  
Modifying Headers And Footers  
Adding Page Numbering  
Adding Date Information  
Adding Workbook Information  
Adding A Picture  
Formatting Headers And Footers

### Creating Charts

Understanding The Charting Process  
Choosing The Chart Type  
Creating A New Chart  
Working With An Embedded Chart  
Resizing A Chart  
Dragging A Chart  
Printing An Embedded Chart  
Creating A Chart Sheet  
Changing The Chart Type  
Changing The Chart Layout  
Changing The Chart Style  
Printing A Chart Sheet  
Embedding A Chart Into A Worksheet  
Deleting A Chart  
Understanding Common Chart Types  
Creating A Column Chart  
Creating A Line Chart  
Creating A Pie Chart  
Creating A Bar Chart  
Creating An Area Chart  
Creating A Scatter Chart  
Other Chart Types

### Charting Techniques

Understanding Chart Layout Elements  
Adding A Chart Title  
Adding Axes Titles  
Positioning The Legend  
Showing Data Labels  
Showing A Data Table  
Modifying The Axes  
Showing Gridlines  
Formatting The Plot Area  
Showing The Plot Area  
Adding A Trendline  
Adding Error Bars

Adding A Text Box To A Chart  
Drawing Shapes In A Chart  
Understanding Chart Object Formatting  
Selecting Chart Elements  
Using Shape Styles To Format Objects  
Changing Column Colour  
Changing Pie Slice Colour  
Changing Bar Colours  
Changing Chart Line Colours  
Using Shape Effects  
Filling The Chart Area And The Plot Area  
Filling The Background

### Getting Help

Understanding How Help Works  
Accessing The Help Window  
Browsing For Help  
Returning To The Home Page  
Using The Table Of Contents  
Searching Using Keywords  
Disconnecting Online Help  
Printing A Help Topic