

# MS Office 2007

## Introduction to Office Excel 2007™

**Duration:** 1 Day

### Overview

Microsoft Office Excel 2007™ has many changes from the previous versions. The new tabs and ribbon form the basis of a new user interface. In this course you will learn how to maximise the new design to produce professional looking spreadsheets.

### Who Should Attend

This course is for anyone who needs to understand the way Excel works. Learn the difference between text data, numerical data, and formulas and functions. Learn to set-up your own spreadsheets without relying on anyone else. Develop your skills to present your work clearly by learning how to create purchase orders, bank statements and compile sales figures

### Objectives

You will learn how to create spreadsheets from new, enter data, basic formulas and functions. Learn to manipulate data by inserting rows, columns and sheets as well as move, copy and delete data. As printing in Excel is somewhat different from the other components of Microsoft Office you will learn how to set up data for printing and produce charts.

### Course Contents

- Explore the various new user interface elements
- How to master the Ribbon
- Learn the New Keyboard Shortcuts
- Working with Contextual Tabs
- Use the Excel Galleries
- Customise the Interface
- Creating, Opening and Saving a Workbook
- Inserting Tables
- Formatting Tables
- Creating Forms with Excel 2007
- Utilising Excel Help
- Understanding Basic Formulas
- Entering Excel 2007 Functions
- Replicate Formulas & Functions
- Create and Absolute Reference
- Setting up data for Printing
- Adding Headers & Footers
- Recording the current date and Time on the printed spreadsheet
- Turning your figures in to Charts
- Formatting Charts

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