

EXCEL 2007 INTRODUCTION

Introduction

Getting started

- what is Excel?, starting Excel, the Excel application window
- using the Excel menu system, using the Microsoft Office Button
- using the Quick Access Toolbar
- displaying help information
- exiting from Excel

Modifying an existing worksheet

- resetting the working folder
- moving the cell pointer, changing data in a worksheet
- reversing an edit operation, saving a workbook
- adding data to a worksheet
- entering a formula into a worksheet
- adjusting column width in a worksheet
- adjusting row height in a worksheet
- printing a worksheet

Building a new worksheet

- opening a new workbook
- using the spelling checker

Editing a worksheet

- working in edit mode
- selecting ranges in a worksheet
- using autofill
- copying cells, moving cells, clearing cells
- using autosum
- inserting and deleting rows and columns
- inserting and deleting a range of cells

Formatting a worksheet

- resetting the alignment of cell entries
- resetting font options for cell entries
- resetting the number format of cell entries
- adding borders and shading to a worksheet
- using autoformat

Enhancing a worksheet printout

- changing the page setup for a worksheet
- previewing a worksheet
- inserting a manual page break into a worksheet/including print

titles in a printout

- printing selected worksheet entries

Using Excel functions

- what is a function? using the SUM function
- using the AVERAGE function, using the MAX and MIN functions
- using the COUNT function, using the insert function button

Final case study