

# Microsoft Excel 2007 - Introduction



This course is designed for the new or inexperienced user. Delegates attending the course will gain the skills that will enable them to understand how to work with Excel on a day to day basis. Creating the most commonly used formulae, moving around the whole workbook in an efficient manner and designing the spreadsheets so that they can be printed in the most professional and easy to interpret format possible. The numerous shortcuts demonstrated, and the insight in to how to best use the day to day functions of Excel will ensure that the delegate is able to readily identify the benefits of attending the course immediately on returning to the workplace.

*This course can be tailored to your specific needs.*

**Duration:** 1 day

**The course covers the following: -**

## Excel 2007 Environment

- ▶ The Excel Window
- ▶ Use the Ribbon
- ▶ The Quick Access Toolbar
- ▶ Use Shortcut Menus
- ▶ Customise the Status Bar

## Creating A Basic Workbook

- ▶ Create A New Workbook
- ▶ Enter Data In A Workbook
- ▶ Editing Data
- ▶ Filling a Series
- ▶ Close A Workbook

## Selecting Data

- ▶ Select Contiguous Ranges
- ▶ Select Non-Contiguous Ranges
- ▶ Select Larger Ranges
- ▶ The Auto-Calculate Button

## Row and Column Formatting

- ▶ Insert And Delete Cells
- ▶ Resize Columns And Rows

## Move And Copy Data

- ▶ Copy And Move Data
- ▶ Copy From One Cell To Multiple Cells

## Creating a Formula

- ▶ Understand Formulae
- ▶ Create a Formula That Adds
- ▶ Create a Formula That Subtracts
- ▶ Create a Formula That Multiplies
- ▶ Create a Formula That Divides
- ▶ Absolute and Relative Referencing

## Working With Functions

- ▶ Use The Sum Function
- ▶ Calculate An Average
- ▶ The Maximum Function
- ▶ The Minimum Function
- ▶ The Count Function

## Formatting

- ▶ Apply Bold, Italics, Underline
- ▶ Change Cell Colours
- ▶ Copy Formats From One Cell To Another
- ▶ Align Cells And Ranges
- ▶ Centre A Heading Over A Range
- ▶ Add Borders To Cells And Ranges

## Printing

- ▶ Print Preview And Print Options



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