



Excel 2007: Basic

Prerequisites: *Windows XP or Vista: Basic* or equivalent experience

Getting started

- Spreadsheet terminology
- Exploring the Excel window
- Getting help
- Navigating workbooks

Entering and editing data

- Entering and editing text and values
- Entering and editing formulas
- Working with pictures
- Saving and updating workbooks

Modifying a worksheet

- Moving and copying data
- Moving and copying formulas
- Absolute and relative references
- Inserting and deleting ranges

Using functions

- Entering functions
- AutoSum
- Other useful functions

Formatting worksheets

- Formatting text
- Formatting rows and columns
- Formatting numbers
- Conditional formatting
- Copying formats and applying table formats

Printing

- Preparing to print
- Page Setup options
- Printing worksheets

Creating charts

- Chart basics
- Modifying charts
- Printing charts

Managing large workbooks

- Viewing large worksheets
- Printing large worksheets
- Using multiple worksheets