

SHORT COURSES

MICROSOFT EXCEL 2007 (BASIC LEVEL)



INTRODUCTION

Excel is a very powerful spreadsheet that can perform large numbers of calculation. It gives you the tools you need to manage your business data, turn your data into information and analyze, communicate, and share your results.

This course will give you the fundamental skills for building workbook, creating worksheet, putting formula, drawing chart in Excel. After this course, you can easily create and modify spreadsheets and will become familiar with Excel to manage your business data, such as budgeting, forecasting, business analysis, cash flow statement.

OBJECTIVE

- Understand the basics of Microsoft® Excel 2007, and how it is different from Microsoft® Excel 2003
- Understand how to navigate efficiently to the relevant tools within the Microsoft® Excel Ribbon
- Prepare and format Microsoft® Excel sheets
- Review the various formulas available in Microsoft® Excel 2007, and how they can be used
- Use data within a sheet to create charts and graphs
- Be able to insert media into Excel sheets, charts, etc.
- Use the protect function for your sheet and workbook, and know how the protect function can be applied to different elements of a Microsoft® Excel sheet.

METHODOLOGY

- Speakers Presentations
- Quiz and Worksheet Exercise

COURSE TOPICS

Explore the New Excel 2007 Interface

- Working with Ribbon
- Working with Quick Access Toolbar

Get Started with Excel

- Understand Workbook & Worksheet
- Understand Rows, Columns & Cells
- Using Keyboard Shortcuts
- How to Get Help.

Working with Workbook & Worksheet

- Create, Save, Copy, Delete a Workbook
- Switch between workbooks & Worksheets
- Insert, Copy, Rename & Delete a Worksheet
- Zoom the display of a Worksheet
- View different part of a Worksheet at the same time
- View Multiple Worksheets in a Workbook at the Same Time

Entering Data in a Worksheet

- Quick Data Entry with features such as AutoFill, AutoComplete & AutoCorrect
- Check Spelling
- Enter the Same Data on Multiple Worksheet
- Enter the Same Data into Several Cells at Once

Editing Worksheet

- Edit Cell Contents
- Replace All Data in a Cell
- Copy One Selection to Several Locations
- Copy only Values, Comments, or Cell Formats
- Rearrange Data from Columns to Rows or Vice Versa.

Working with Formulas

- Working with Auto Calculating
- Enter a Simple Formula
- Formula with Cell References
- Formula with Names
- AutoSum Function
- Sum Data from different worksheets
- Work with Function: Count, CountIf, Sum, SumIf,
- Understand Errors in Formulas

Formatting Cells

- Ways of Formatting Cells:
- Text Formatting: Wrap Text, Rotate Data in a cell
- Number Formatting: Currency, decimal points
- Split or merge cells
- Border & Fill Colors
- Copy Format
- Clear Format without delete the contents

Formatting Cells

- Preview a Page before Printing
- Print Several Worksheet At Once
- Print Specific Area(s) of a Worksheet
- Repeat Labels on every Page
- Add Header/Footer
- Work with Page Break.

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