



Computer Consultants Corporation

Microsoft Excel

Introductory

Length of course: 1 day (6 hours)

Objective(s): Students learn basic skills for creating, formatting, and printing spreadsheets and charts in Microsoft Excel.

Prerequisites: Basic experience using Windows and keyboarding.

Exploring Excel 2007

- **Presenting Excel 2007**
- **Starting Excel**
- **Exploring the Excel Program Window**
 - Using Worksheets and Workbooks
 - Mousing Around in Excel
 - Scrolling Along in a Worksheet
 - Navigating in a Worksheet
- **Working with Tabs and Ribbons**
 - The Office Button
 - The Quick Access Toolbar
 - Displaying Tabs and Working with Ribbons
 - Hiding the Ribbon
- **Entering Data in Excel**
 - Data Types
 - Completing Cell Entries
 - The Enter and Cancel Buttons
 - Selecting and Replacing Entries
 - Long Text Entries
- **Working with Numbers**
 - Number Formats
 - Decimals and Negative Numbers
- **Understanding Save Concepts**
 - The Save Command
 - Save As Options
 - Locating Workbooks
 - Issuing Commands from the Keyboard
- **Closing Workbooks**
- **Exiting from Excel**

Editing, Viewing, and Printing Worksheets

- **Opening Workbooks**
- **Editing Entries**
 - Replacing Entries

- **Selecting Cells and Ranges**
 - Excel Ranges
- **Working with Cut, Copy, and Paste**
 - The Office Clipboard
 - Moving Cells via Drag and Drop
 - Editing Cells via Right-Dragging
- **Using Undo and Redo**
 - Undoing Multiple Actions
- **Clearing Cell Contents and Formats**
- **Using Auto Features**
 - Working with AutoFill
 - AutoFill Options
 - AutoComplete vs. AutoFill
- **Exploring the Many Views of Excel**
 - Working in Print Layout View
- **Printing Worksheets**
 - Print Preview
 - Print the Worksheet
 - Printing Selections

Working with Formulas and Functions

- **Working with Formulas and Functions**
 - Using AutoSum
 - Status Bar Functions and Customization
- **Creating Formulas**
 - Beginning Characters in Formulas
 - Cell and Range References
 - The Language of Excel Formulas
 - Please Excuse My Dear Aunt Sally
- **Using Cell References in Formulas**
 - Relative Cell References
 - Point Mode
 - Absolute Cell References