



Microsoft Excel 2007 Mini-Series: The Basics Course Outline

Section 1- Excel Basics

- Starting Excel
- New Interface
- Office Button
- Excel Options
- Quick Access Toolbar
- Ribbon
- Dialog Box Launcher
- Navigating Worksheets
- Getting Help
- Exiting Excel

Section 2- Creating Worksheets

- Entering Data
- Editing Data
- Deleting Data
- Using Undo
- File Commands
- Switching Between Open Workbooks
- Taskbar

Section 3- Formulas and Functions

- The Formula Bar
- Simple Formulas
- Using Functions
- Time and Date Functions
- Sum Function
- Averages
- Function Arguments
- Function Syntax
- Selecting Cells and Ranges
- Selecting Columns and Rows

Section 4- Editing Worksheets

- Using Cut, Copy and Paste
- Clipboard Task Pane
- Shortcut Menus
- Paste Options
- Copying with Autofill
- Rows and Columns
- Inserting and Deleting Rows and Columns
- Page Layout
- Page Breaks
- Page Margins and Orientation
- Headers and Footers

Section 5- Managing Large Worksheets

- Zoom
- Freeze Panes
- Splitting Windows
- Printing Large Worksheets
- Print Scaling
- Naming Ranges
- Go To Feature
- Accessing Ranges
- Deleting Ranges
- Printing Ranges