



## Microsoft Excel 2007 Essentials Course Outline

### Section 1 - Office 2007 Essentials

- Starting Excel
- Office Button
- Excel Options
- Quick Access Toolbar
- Ribbon
- Status Bar
- Navigating Worksheets
- Getting Help
- Saving and Organizing Files
- Exiting Excel

### Section 2 - Using Formulas and Functions

- Using the Formula Bar
- Arithmetic Operators
- Creating Simple Formulas
- Displaying Formulas
- Using Functions
- Sum Function
- Function Arguments
- Averages
- Order of Operations
- Date and Time Functions
- Selecting Cells and Ranges
- Selecting Rows and Columns

### Section 3 - Formatting the Worksheet

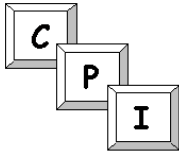
- Adjusting Column Width
- AutoFill for Data Series
- Entering Data in Selected Ranges
- Formatting Dates and Numbers
- Commas and Decimals
- Applying Cell Formats
- Font Styles and Size
- Removing Cell Formats
- Aligning Cell Entries
- Applying Borders and Shading
- Format Painter
- Spell Check

### Section 4 - Managing Large Worksheets

- Changing Zoom
- Freeze Panes
- Vertical and Horizontal Panes
- Printing and Print Scaling
- Naming Ranges
- Names List

### Section 5 - Creating a Chart

- Elements of the Chart
- Chart Placement
- Moving Charts
- Previewing Charts
- Centering Charts
- Renaming Sheet Tabs
- Adding and Moving Worksheets
- Worksheet Context Menu



## Section 6 - Editing a Chart

- Selecting Embedded Charts
- Chart Tools
- Resizing Charts
- Selecting Chart Elements
- Legends and Data Labels
- Data Series
- Formatting Chart Text
- Trendlines and Gridlines

## Section 7 - AutoCalculator and Functions

- AutoCalculator on the Status Bar
- Averages
- Absolute Cell References
- Complex Functions
- IF Statements
- PMT Functions
- Future Value
- Changing Function Arguments

## Section 8 - Creating and Managing Lists

- Creating Lists
- Using the Data Form
- Adding Records
- Finding and Deleting Records

## Section 9 - Sorting and Filtering Lists

- Sorting
- Quick Sort
- Data Sort Command
- Sort Order
- Custom Lists
- Filters
- Multiple Criteria
- Copying Filtering Data
- Conditional Formatting
- Summarizing Data in Lists
- Subtotals
- Displaying and Hiding Data Detail
- Hiding Columns
- Removing Outlines

## Section 10 - PivotTables and PivotCharts

- PivotTables in 2007
- Building a PivotTable
- PivotTable Views
- Rearranging PivotTables
- Report Filters
- Field Settings
- Report Totals
- Creating Formulas
- Creating PivotCharts
- Adding Field Data
- Editing and Moving PivotCharts
- Removing PivotTables

## Appendix - PivotTables in Classic View