

# **INTRODUCTION TO EXCEL 2007**

## **SECTION 1: Getting Started**

### **Lesson 1.1: Starting Out**

What is Microsoft Excel 2007?  
Opening Microsoft Excel  
Interacting with Excel  
Closing Excel

### **Lesson 1.2: About Workbooks**

Creating a New Workbook  
Opening a Workbook  
Saving a Workbook  
About Excel File Types  
Closing a Workbook

### **Lesson 1.3: Exploring your Workbook**

Using Worksheets  
The Active Cell  
Selecting Cells  
Exploring a Worksheet  
The Zoom Feature

### **Lesson 1.4: Getting Help in Excel 2007**

Using the Help Screen  
About Online Help  
About Offline Help

## **SECTION 2: The New Interface**

### **Lesson 2.1: The Quick Access Toolbar**

The Default Buttons  
Adding Buttons  
Removing Buttons  
Customizing the Toolbar

### **Lesson 2.2: The Home Tab**

Clipboard  
Font  
Alignment  
Number  
Style  
Cells  
Editing

### **Lesson 2.3: The Insert Tab**

Tables  
Charts  
Illustrations  
Shapes  
Links  
Text

### **Lesson 2.4: The Page Layout Tab**

Themes  
Page Setup  
Scale to Fit  
Sheet Options  
Arrange

**Lesson 2.5: The Formulas Tab**

The Function Library  
Defined Names  
Formula Auditing  
Calculation

**Lesson 2.6: The Data Tab**

Get External Data  
Connections  
Sort and Filter  
Data Tools  
Outline

**Lesson 2.7: The Review Tab**

Proofing  
Comments  
Changes

**SECTION 3: Excel Basics****Lesson 3.1: Working With Excel 2007**

Columns, Rows, Cells, and Ranges  
Creating Worksheet Labels  
Entering and Deleting Data  
Printing Your Worksheet

**Lesson 3.2: Basic Excel Features**

What is AutoFill?  
What is AutoComplete?  
Working with Basic Formulas

**Lesson 3.3: Moving your Data**

Dragging and Dropping Cells  
How to Cut, Copy, and Paste Cells  
How to Cut, Copy, and Paste Multiple Cells and Items  
How to Use Paste Special  
How to Insert and Delete Cells, Rows, and Columns  
Using Undo, Redo, and Repeat

**Lesson 3.4: Smart Tags and Options Buttons**

What Are Smart Tags?  
The Error Option Button  
The AutoFill Option Button  
The Paste Option Button  
Setting Smart Tag Options

**Lesson 3.5: Editing Tools**

Using AutoCorrect  
Using Spell Check  
Using Find and Replace  
Adding Comments

**SECTION 4: Working with Functions and Formulas****Lesson 4.1: Using Formulas in Excel**

Understanding Relative and Absolute Cell References  
Basic Mathematical Operators  
Using Formulas with Multiple Cell References  
What is AutoSum?  
The Formula Auditing Buttons

## **SECTION 5: Editing Your Workbook**

### **Lesson 5.1: Modifying Cells and Data**

Changing the Size of Rows or Columns

Adjusting Cell Alignment

Rotating Text

Creating Custom Number and Date Formats

### **Lesson 5.2: Cell Formatting**

Conditional Formatting

The Format Painter

Cell Merging and AutoFit

Find and Replace Formatting

### **Lesson 5.3: Enhancing a Worksheet's Appearance**

Adding Patterns and Colors

Adding Borders

Working with Styles

### **Lesson 5.4: Working with Charts, Part 1**

Creating a Chart

Formatting a Chart

Modifying Charts with the Layout Tab

Manipulating a Chart

Enhancing a Chart with Shapes and Graphics

### **Lesson 5.5: Working with Charts, Part 2**

Changing the Type of Chart

Changing the Source Data

Working with the Chart Axis and Data Series

Saving a Chart as a Template

## **SECTION 6: Printing and Viewing your Workbook**

### **Lesson 6.1: Using the View Tab**

- Using Normal View
- Using Full Screen View
- Using Page Layout View
- Page Break Preview

### **Lesson 6.2: Managing a Single Window**

- Creating a New Window
- Hiding a Window
- Unhiding a Window
- Freezing a Pane

### **Lesson 6.3: Managing Multiple Windows**

- Switching Between Open Workbooks
- Arranging Workbooks
- Comparing Workbooks Side by Side
- Synchronous Scrolling, Resetting a Window, and Saving a Workspace

### **Lesson 6.4: Printing your Workbook**

- Opening Print Preview
- Using the Print Preview Tab
- Quick Printing
- The Print Dialog
- Using Page Setup