

Excel 2007 Condensed

Course Duration: Two half days

Prerequisites: Microsoft Windows

Basics Review

Overview of Formulas and Using AutoSum
Entering Formulas and Using AutoFill
Using Absolute and Relative Cell References
Editing Cell Contents
Cutting, Copying, and Pasting Cells
Moving and Copying Cells Using the Mouse
Using the Paste Special Command
Inserting/Deleting Cells, Rows, and Columns
Using Find and Replace
Using Cell Comments
Formatting Labels and Values
Adjusting Row Height and Column Width
Working with Cell Alignment
Adding Cell Borders, Colors and Patterns
Using the Format Painter
Using Cell Styles and Document Themes
Applying Conditional Formatting
Creating and Managing Conditional Formatting
Finding and Replacing Formatting

Creating and Working with Charts

Creating, Moving and Resizing a Chart
Changing Chart Type
Applying Built-in Chart Layouts and Styles
Working with Chart Labels and Axes
Working with Chart Backgrounds
Formatting Chart Elements
Changing a Chart's Source Data
Using Chart Templates

Managing Workbooks

Viewing a Workbook
Working with the Workbook Window
Splitting and Freezing a Workbook Window
Selecting Worksheets in a Workbook
Inserting and Deleting Worksheets
Renaming, Moving and Copying Worksheets
Working with Multiple Workbooks
Hiding Columns, Rows, Worksheets and Windows
Protecting a Worksheets and Worksheet Elements
Sharing a Workbook
Creating a Templates

Working with Formulas and Functions

Formulas with Multiple Operators
Inserting and Editing a Function
Auto Calculate and Manual Calculation
Defining Names
Using and Managing Defined Names
Displaying and Tracing Formulas
Understanding Formula Errors

Working with Data Ranges

Sorting by One Column
Sorting by Colors or Icons
Sorting by Multiple Columns
Sorting by a Custom List
Filtering Data
Using an Advanced Filter

Working with Tables

Creating a Table
Working with Table Size
Working with the Total Row
Working with Table Data
Summarizing a Table with a PivotTable
Using the Data Form
Using Table Styles
Using Table Style Options
Creating and Deleting Custom Table Styles
Convert or Delete a Table

Working with PivotTables

Creating a PivotTable
Specifying PivotTable Data
Changing a PivotTable's Calculation
Filtering and sorting a PivotTable
Working with PivotTable Layout
Grouping PivotTable Items
Updating a PivotTable
Formatting a PivotTable
Creating a PivotChart

Analyzing and Organizing Data

Creating Scenarios
Creating a Scenario Report
Working with Data Tables
Using Goal Seek
Using Solver
Using Data Validation
Using Text to Columns
Removing Duplicates
Grouping and Outlining Data
Using Subtotals
Consolidating Data by Position or Category
Consolidating Data Using Formulas

Working with Page Layout and Printing

Creating Headers and Footers
Using Page Breaks
Adjusting Margins and Orientation
Adjusting Size and Scale
Adding Print Titles, Gridlines and Headings
Advanced Printing Options