

Excel 2007 - Introduction

Bookings 020 7837 2690

www.premierit.com

Course Duration: 1 day	Course Hours: 10am – 5pm
Pre-requisites: The delegate should be familiar with using a mouse, and working in a Windows environment.	
Objectives: At the end of the course, the delegate will be able to: Create and save workbooks • Create, modify and format worksheets • Insert, edit and format data • Enter basic formulae and use simple functions • Prepare and print worksheets	

Getting Started with Excel 2007 Starting Excel • The Excel Application Window • The Formula Bar • Scroll Bars • The Sheet Tabs • The Status Bar • Creating a Workbook
Creating a Worksheet Inserting and Deleting Worksheets • Moving, Copying and Renaming Worksheets • The Active Cell, Column and Row Headers • Navigating a Worksheet • Inserting and Editing Data • Using Autofill
Editing a Worksheet Selecting Cells • Moving and Copying Cells • The Mouse Pointer • Using the Clipboard • Inserting Cells, Rows and Columns
Creating a Formula What is a Formula? • Entering and Editing Formulae • Relative and Absolute Cell References • Using AutoSum • Using Statistical Functions
Formatting a Worksheet Formatting Cells and Data • Using Formatting Tools • Customizing the Workbook Window
Preparing a Worksheet for Printing Using Excel Views • Setting Page Options • Setting Print Options

Course Structure: Each course is divided into a series of units, supported by relevant practical exercises. You may join a public course, or book your own dedicated company room. You can also tailor the content to your specific needs; accelerating the course or running a workshop.

Help Facility: Provided by our tutors, this facility includes course content only, for a limited period.

Manuals: A comprehensive course manual provides support throughout the course, and is a useful reference for your newly acquired skills upon your return to the office.

Internal Use Only: crscode EXCB07

