



## MS Excel 2007 Essentials



## Excel 2007 Essentials Training Course

### Excel 2007 Essentials Training Course Foreword

Excel is the world's premier spreadsheet software. You can use Excel to analyse numbers, keep track of data, and graphically represent your information. With Excel 2007, you can manage more data than ever, with increased worksheet and workbook sizes. Excel also makes your job easier by providing an easy to use interface, and an array of powerful tools to help you turn your data into useable information – and better information leads to better decision making!

### Course length

1-day

### Learning Outcomes

By the end of this workshop, participants should be able to:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Open and close Excel</li><li>• Differentiate between worksheets, workbooks, rows, columns, and cells</li><li>• Enter labels and values</li><li>• Edit data</li><li>• Check spelling</li><li>• Open, close, and save workbooks (including publishing to PDF)</li><li>• Switch between Excel views</li><li>• Use Zoom</li><li>• Set up your page</li><li>• Preview and print your workbook</li><li>• Build and edit formulas</li></ul> | <ul style="list-style-type: none"><li>• Copy formulas</li><li>• Use absolute referencing appropriately</li><li>• Use basic Excel functions, including SUM, AVERAGE, MAX, and MIN</li><li>• Use Selection Statistics</li><li>• Use AutoFill and AutoComplete</li><li>• Sort and filter data</li><li>• Format text and numbers</li><li>• Apply borders</li><li>• Use cell styles</li><li>• Change the workbook theme</li></ul> |
|--|--|

### Course Outline

#### Excel 2007 Training Course - Lesson 1 **Getting Started**

- Workshop Objectives

#### Excel 2007 Training Course - Lesson 2 **Opening and Closing Excel**

- Opening Excel
- Understanding the Interface
- Understanding Worksheets
- Understanding Workbooks
- Closing Excel

#### Excel 2007 Training Course - Lesson 3 **Your First Worksheet**

- Entering Data
- Using the Wrap Command
- Editing Data
- Adding Rows and Columns
- Checking Your Spelling

#### Excel 2007 Training Course - Lesson 4 **Working with Excel Files**

- About the New File Format
- Saving Files
- Publishing Files to PDF
- Closing Files
- Opening Files

# Contract Trainers Australia

Professional Trainers supporting  
Training Departments  
Project Teams &  
Training Companies across Australia







0488 098 778

[enquiries@contracttrainers.com.au](mailto:enquiries@contracttrainers.com.au)  
[contracttrainers.com.au](http://contracttrainers.com.au)

<p>Excel 2007 Training Course - Lesson 5 <b>Viewing Excel Data</b></p> <ul style="list-style-type: none"><li>• An Overview of Excel's Views</li><li>• Switching Views</li><li>• Using Zoom</li><li>• Switching Between Open Files</li></ul>	<p>Excel 2007 Training Course - Lesson 6 <b>Printing Excel Data</b></p> <ul style="list-style-type: none"><li>• An Overview of the Page Layout Tab</li><li>• Setting Up Your Page</li><li>• Using Print Preview</li><li>• Printing Data</li></ul>
<p>Excel 2007 Training Course - Lesson 7 <b>Building Formulas</b></p> <ul style="list-style-type: none"><li>• The Math Basics of Excel</li><li>• Building a Formula</li><li>• Editing a Formula</li><li>• Copying a Formula</li><li>• Relative vs. Absolute Referencing</li></ul>	<p>Excel 2007 Training Course - Lesson 8 <b>Using Excel Functions</b></p> <ul style="list-style-type: none"><li>• Formulas vs. Functions</li><li>• Understanding the Formulas Tab</li><li>• Using the SUM Function</li><li>• Using Other Basic Excel Functions</li><li>• Using the Status Bar to Perform Calculations</li></ul>
<p>Excel 2007 Training Course - Lesson 9 <b>Using Time Saving Tools</b></p> <ul style="list-style-type: none"><li>• Using AutoFill</li><li>• Using AutoComplete</li><li>• Sorting Data</li><li>• Filtering Data</li></ul>	<p>Excel 2007 Training Course - Lesson 10 <b>Formatting your Data</b></p> <ul style="list-style-type: none"><li>• Changing the Appearance of Your Text</li><li>• Changing the Appearance of Numbers</li><li>• Setting Alignment Options</li><li>• Using Merge</li><li>• Removing Formatting</li></ul>
<p>Excel 2007 Training Course - Lesson 11 <b>More Formatting</b></p> <ul style="list-style-type: none"><li>• Adding Borders</li><li>• Adding Fill Color</li><li>• Using Cell Styles</li><li>• Using Conditional Formatting</li><li>• Changing the Theme</li></ul>	<p>Excel 2007 Training Course - Lesson 12 <b>Wrapping Up</b></p> <ul style="list-style-type: none"><li>• Words from the Wise</li><li>• Your Notebook</li></ul>

**Excel 2007 Essentials** is one of the IT Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

## Web links:

-  [Quick quote](#)
-  [View Public Class Schedule](#)
-  [Quick enquiry](#)
-  [Visit contracttrainers.com.au](http://contracttrainers.com.au)

Phone : 0488 098 778 [www.contracttrainers.com.au](http://www.contracttrainers.com.au)

With 300 trainers Australia wide we can provide a trainer to meet your needs.