

Exact Business Solutions Pty Ltd

Course Outlines

EBS-330 Introduction to Microsoft Excel 2007

A One-Day Guide

Ref No. DD210

Course Aims This manual aims to provide a sound understanding of the concepts of spreadsheets. This introductory module covers three main areas of Spreadsheets, List techniques (databases)

Objectives At the end of this course, you will have learnt:

- Spreadsheet Terminology
- Navigating & Selecting in a Workbook
- Data Entry Techniques
- Creating Formulas
- Calculations Across Worksheets
- Using common Functions
- Manipulating Data
- Formatting Text and Numbers
- Sorting a List
- Creating a Simple Chart
- Print Settings & Printing

Number of Pages 106

Audience The course is aimed at those participants who require introductory spreadsheet skills. It is also for those needing Formatting and Chart skills.

Prerequisites It is essential that participants have good mouse skills. Knowledge of Excel is advantageous.

Course Length In a training environment this course is suitable for one day.

Course Structure The course contains instructor lead exercises as well as examples completed at the students' own pace.

EBS-330 Introduction to Microsoft Excel 2007 in Detail

Introduction

Course Objectives

Starting Excel

The Excel Screen

The Ribbon

The Microsoft Office Button

Moving around a Sheet

Displaying other Areas

Mouse Movements

Viewing other Sheets

Selecting Cells

Inserting Text and Numbers

Typing the Text

Adjusting Column Widths

Typing Numbers

Saving a Workbook

The My Places Bar

The My Places Bar

File Properties

Alignment & Indenting

Indenting

Centre Aligning

Merge and Centre

Calculations

BEDMAS Rule

AutoSum

Filling the Formula

Basic Formulas

AutoCalculate

Cell Editing

Revision Exercise

Multiple Worksheets

Copying Sheet Contents

Data Entry Ranges

Calculating across Worksheets

Copying Formulas

Functions

Function Syntax

The AVERAGE Function

The MAX Function

The MIN Function

Working with Worksheets

Renaming Sheets

Inserting a Sheet

Deleting Sheets

Formatting

Fonts and Fonts Sizes

Number Formatting

Formatting a Group of Sheets

Borders

The Format Painter

Cell Shading

Font Colour

Inserting Images

Proofing

Checking Spelling

AutoCorrect

Find & Replace

Comments

Sorting

Charts

Column Chart

Pie Chart

Print Preview

Page Break Preview

Adjusting the Page Breaks

Previewing the Workbook

Zoom

Margins and Column Widths

Column Widths in Print Preview

Page Setup

Orientation

Scaling

Margin Settings

Headers and Footers

Built-In Headers and Footers

Custom Headers and Footers

Sheet Options

Page Breaks and Print Areas

Inserting a Page Break

Printing