



Call 0800 112 3034 or 020 8546 5034 for bookings and information

## EXCEL 2007 ESSENTIALS

This one day course has been designed for those with little or no experience of using Excel 2007.

### **1. Excel 2007**

- Work with the new ribbon on Excel 2007
- Add tools to the Quick Access Toolbar
- Select tools from the Mini Toolbar
- Use Launchers to display dialog boxes
- Use Help feature

### **2. Creating and Modifying a Worksheet**

- Enter and Edit Cell data in a newly created worksheet
- Insert, rename and colour worksheet tabs
- Move and Copy Data between cells
- Fill Cells with series of data
- Insert and Delete cells, columns and rows
- Use Find, Replace and Go to cell data

### **3. Performing Calculations**

- Create Basic Formulas
- Calculate with Basic Functions

### **4. Formatting a Worksheet**

- Change Font size and type
- Add Borders and Colour to cells
- Change Column Width and Row Height and Merge Cells
- Apply Number Formats

### **5. Customising Layout and Printing Workbook**

- Create a Header and Footer
- Set Page Margins
- Change Page Orientation
- Print a spreadsheet