

Excel 2007 Basics

What does this course offer you?

You will learn how to use basic functions of Excel 2007 in connection with creating and editing tables. Your calculations will include relative and absolute cell references. Furthermore you will get to know a selection of other important mathematical, financial and time functions provided by Excel.

What are the course requirements?

Basic knowledge of how to use a mouse and keyboard

Number of lessons: 95

Learning Hours: 12

The primary subject matter of the course:

Chapter 1: What is Excel?

- How is a Table constructed in Excel?
- What does Spreadsheet mean in Excel?

Chapter 2: The Desktop

- Starting and Ending Excel
- The Excel Application Window
- Calling up Commands

Chapter 3: The Basics of Working with Tables

- Moving about within a Spreadsheet
- Entering Data
- Changing and Deleting Cell Contents
- Changing Column Width and Row Height
- Selecting Cells Using the Mouse
- Selecting Using the Keyboard
- Undoing Work
- Printing Tables
- The Table is wider or larger than the Print Page
- Saving Workbooks
- Opening and Creating Workbooks

Chapter 4: Working with Formulas

- Structure of Formulas and Entering Formulas
- The SUM Function
- Entering Cell References within Formulas by Pointing
- Editing Formulas

Chapter 5: Using Excel's Help-Function

- Getting fast Help on the Program
- Working with Excel Help

Chapter 6: The Basics of Formatting Cells

- Working with Themes
- Font Type, Size, Style and Color
- Setting more Font Attributes
- Aligning Cell Contents
- Additional Options for Cell Alignment
- Merging Cells
- Automatic and Manual Text Wrap
- Drawing Borders and Lines
- Applying Background Colours
- Formatting Numbers

Chapter 7: Entering Data, Copying and Moving

- Repeat and Automatic Complete
- Copying and Moving Using Drag-and-Drop
- Copying and Moving Using the Clipboard
- Using the Fill Feature
- Relative References
- Absolute References

Chapter 8: Working with the Table Structure

- Hiding and Displaying Columns and Rows
- Inserting and Deleting Columns or Rows
- Inserting or Deleting Cells

Chapter 9: Working with Functions

- Structure and Entering of Functions
- Entering simple Functions with the AutoSum Button
- The ROUND Function
- Using the Function Wizard
- Creating Nested Functions
- Finding Errors in Formulas
- Using Formula Auditing

Chapter 10: Using Names for a better Overview

- Assigning Names
- Using Names in Formulas

Chapter 11: Using additional Functions

- The Structure of the IF Function
- Using the IF Function
- Linking Conditions with Logic Functions
- The VLOOKUP Function
- The HLOOKUP Function
- Structure of the PMT Function
- Using the PMT Function
- Using Math and Statistical Functions

Chapter 12: Using additional Functions

- Entering Dates and Times
- Formatting Date and Time Entries
- Fundamentals of Time Calculations in Excel
- Performing Simple Calculations with Time Entries
- Working with Date and Time Functions
- Practical Applications

Chapter 13: Defining the Printer Settings

- Working with the Preview
- Page Setup
- Defining additional Print Options
- Defining Page Breaks
- Using Headers and Footers
- Defining Column and Row Titles
- Printing-specific Features