



MICROSOFT[®] OFFICE EXCEL 2007

DESCRIPTION

MICROSOFT OFFICE EXCEL TEACHES THE INFORMATION WORKER HOW TO WORK WITH WORKSHEETS AND WORKBOOKS TO ANALYSE DATA USING A VARIETY OF FEATURES TO CREATE, MODIFY AND FORMAT COMMON BUSINESS REPORTS SUCH AS BUDGETS, INVENTORY REPORTS, INVOICES AND CHARTS. THIS COURSE IS DESIGNED FOR THOSE PEOPLE WHO REQUIRE THE SKILLS NECESSARY TO USE A SPREADSHEET PROGRAM ON A DAILY BASIS TO MANAGE AND AUDIT NUMERICAL REPORTS.

OBJECTIVES

BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- WORK WITH WORKSHEETS
- MANIPULATE COLUMNS AND ROWS
- MANAGE WORKSHEETS
- USE FORMULAS
- FORMAT THE WORKSHEET
- PREPARE TO PRINT
- WORK WITH CHARTS
- USE FUNCTIONS
- WORK WITH ILLUSTRATIONS
- USE CUSTOMIZED FORMATTING
- WORK WITH TABLES
- WORK WITH DATA
- PREPARE ONLINE DOCUMENTS
- COLLABORATE WITH OTHERS

TARGET AUDIENCE

STUDENTS SHOULD HAVE BASIC KNOWLEDGE OF COMPUTERS, KEYBOARDING SKILLS AND EXPERIENCE NAVIGATING AROUND THE MICROSOFT OFFICE ENVIRONMENT. PREREQUISITE SKILLS INCLUDE THE ABILITY TO LAUNCH PROGRAMS AND OPEN AND SAVE WORKBOOKS. FOR NEW USERS TO THE MICROSOFT EXCEL PROGRAM THE INTRODUCTION TO MICROSOFT EXCEL WORKSHOP IS RECOMMENDED.

CONTENT

- ▣ CREATE & ARRANGE DOCUMENTS
- ▣ CHANGING VIEWS
- ▣ COPYING & MOVING DATA
- ▣ ADJUSTING COLUMNS & ROWS
- ▣ INSERTING & DELETING COLUMNS & ROWS
- ▣ RENAMING WORKSHEETS
- ▣ INSERTING & DELETING WORKSHEETS
- ▣ CREATING & EDITING SIMPLE FORMULAS
- ▣ COMMON FUNCTIONS
- ▣ ABSOLUTE & RELATIVE CELL REFERENCES
- ▣ LINKING OTHER WORKBOOKS
- ▣ DISPLAYING & PRINTING FORMULAS
- ▣ AUDITING WORKSHEETS
- ▣ FORMATTING A CELL
- ▣ FORMATTING WORKSHEETS
- ▣ CUSTOMIZING THE PRINTOUT
- ▣ ADJUSTING THE MARGINS
- ▣ CREATING HEADERS & FOOTERS
- ▣ CREATING & CUSTOMIZING CHARTS
- ▣ USING A VARIETY OF FUNCTIONS
- ▣ CREATING AND MODIFYING GRAPHICS
 - PICTURES
 - CLIPART
 - SHAPES
 - WORDART
 - SMART ART
- ▣ ALIGNING CELL CONTENTS
- ▣ USING CELL STYLES
- ▣ CUSTOM CELL FORMATS
- ▣ APPLYING CONDITIONAL FORMATTING
- ▣ CREATING AND MODIFYING TABLES
- ▣ SORTING AND FILTERING DATA
- ▣ VALIDATING DATA
- ▣ WORKING WITH TEMPLATES
- ▣ USING WORKGROUP FUNCTIONS
- ▣ PROTECTING YOUR WORKBOOK
- ▣ PREPARING FOR DISTRIBUTION