



## Microsoft Excel 2007- Beginner

### Excel Basics

- What is Excel?
- Starting Excel
- Functions of Excel
- Excel Help
- Table of Contents
- Closing the Help Window

### Screen Components

- The Excel Screen
- The Title Bar
- The Office Button
- The Office Menu
- Using the Office Ribbon
- The Worksheet
- Cells
- Identifying the Active Cell
- Formula Bar
- Sheet Tabs
- The Status Bar
- The Windows Taskbar
- Hiding the Taskbar
- Mouse Pointer Shapes
- The Fill Handle
- De-selecting Cells

### Navigating Workbooks

- Navigating Workbooks
- The Name Box
- Sheet Tabs
- Tab Scrolling Buttons



## **Creating Workbooks**

- Creating New Workbooks
- Entering Data
- Mouse Keyboard Selection
- Selecting Columns and Rows
- Selecting a Table
- Selecting the Entire Worksheet

## **Move and Copy Data**

- Opening an Excel File
- Activating the Open Box
- The Open Box Components
- The Places Bar
- Changing Drives
- Opening Folders
- Deleting Files and Folders
- Saving Existing Files
- Closing Workbooks
- Closing All Open Workbooks

## **Formulas and Functions**

- Entering Functions
- The AutoSum Button
- Copying Formulas
- Entering Formulas
- Copying with AutoFill
- Updating Formula Results
- Errors in Formulas
- Circular Reference Error
- Divide by Zero Error

## **Working with Named Ranges**

- Automatically Naming Ranges
- Naming Ranges
- Finding Named Ranges
- Naming Cells Using Shortcut Keys
- Using Shortcut Keys
- Range Names in Formulas
- Deleting Named Ranges



### **Relative and Absolute References**

- Relative versus Absolute References
- Cell References
- Using Relative Referencing
- Copying Formulas
- Copying Formulas with AutoFill
- Absolute Referencing
- Adding an Absolute Address

### **Using Functions**

- Using Functions
- Using the NOW Function
- Using the Average Function
- Using the Maximum Function
- Using the Count Function
- Using the IF Function
- Editing a Function
- Using the PMT Function

### **Lookup Functions**

- Lookup Functions
- VLOOKUP
- Adding VLOOKUP Values
- Manually Adding a Formula
- HLOOKUP Function

### **Proofing Tools**

- Proofing Tools
- Using the Spelling Checker
- Using Go To
- Using AutoComplete
- Using AutoCorrect
- Finding Data
- Replacing Worksheet Data
- Automatic Status Bar Calculations



## **Page Breaks and Previewing**

- Previewing Worksheets
- Adjusting Margins
- Inserting Page Breaks
- Removing Page Breaks
- Removing All Page Breaks

## **Page Setup Options**

- Headers and Footers
- Adding Headers and Footers
- Custom Headers and Footers
- Sheet Options
- Printing Column Titles
- Changing Margins
- Page Centering

## **Printing**

- Setting a Print Area
- Removing a Print Area
- Printing Worksheets
- Printing Options
- Printing and Previewing

## **Creating Charts**

- Re-sizing and Moving the Chart
- Changing Chart Types
- Editing the Chart
- Editing Chart Titles
- Preview and Print a Chart
- Saving the Chart in the Worksheet
- Previewing Worksheets
- Deleting a Chart
- Range Finder in Charts

## **Formatting Charts**

- Working with Chart Objects
- Formatting Chart Objects