

## **EXCEL 2007**

### **Begginer Level**



#### **OBJECTIVE**

At the end of the course, the participant will be able to build and format tables, use calculation formulae and carry out simulations, format data and completely master databases and Pivot tables, use utility commands and preprogrammed functions, protect and hide data, create and manage a multi-sheet spreadsheet and database, use management tools, analyze data from many spreadsheets, use charts and personalize formatting.

#### **TARGET CLIENTELE**

Public

#### **PREREQUISITE**

Knowledge of Microsoft Windows

#### **COURSE SYLLABUS**

##### **1. Elementary concepts of Windows**

- Terminology
- Mouse and keyboard
  - Mouse
  - Terms used with the mouse
  - Keyboard
- Menus
- Popup menus
- Windows
- Dialog boxes
- Guided tour of Windows

- Configuring Windows
  - Regional settings of Windows
  - English Canada keyboard
  - Screen resolution
- Learning files
  - Copy content from CD-ROM in a single operation
  - Create a learning file

## 2. Excel 2007 Environment

- Spreadsheet
- Microsoft Excel 2007
- Launching Excel 2007
- Excel 2007 screen
  - Microsoft Office Button
  - Quick Access Bar
  - Title bar
  - Ribbon
  - Information bubble
  - Button
  - Hidden actions
  - Group dialog box
  - Formula bar
  - Spreadsheet sheet
  - Status bar
- Quick Access bar
  - Position of the Quick Access bar
  - Add a button on the Quick Access bar
  - Delete a button on the Quick Access bar
  - Reinstall Quick Access bar
- Access to options using the keyboard
- Help Assistant
  - Tool bar in the Help window
- Exit Excel

## 3. First steps with Excel

- Cell content
  - Representation of the value
  - Value
  - Moving direction of cursor
  - Data entry
  - Enter one single piece of data

- Cancel invalid data
- Enter a value
- Enter a number
- Enter a formula
- Spreadsheet management
  - Save a spreadsheet
  - Close a spreadsheet
  - Delete a spreadsheet
  - Create a spreadsheet
- Moving in an active sheet
  - Scrolling in the active sheet
- Zoom
- Select cells
- Edit data
  - Direct modification of data
  - Replace content of a cell
  - Erase content of a cell
  - Erase format without erasing content
- Redo and Undo an operation
- Copy and Cut
  - Copy data using the buttons
  - Copy data using the copy handle
  - Cut data using the buttons
  - Cut data using the mouse
- Office Clipboard
  - Past an element from the Office Clipboard
  - Delete content from the Office Clipboard
- Automatic data entry
  - Selecting a section for data entry
  - Simultaneous data entry in many cells
  - Automatic entry of text in the same column
  - Visualization of list of automatic entries
- Incremental series
  - Incremental series of numbers
  - Incremental series of months or periods
  - Increment series of numbers
- Personalized list
  - Create a personalized list
  - Modify a personalized list
  - Delete a personalized list

#### 4. Equations

- Exercise sheet
- Sheet structure
- Enter a formula
  - Reasoning before writing an equation
  - Quick visual of the result of a calculation
  - Button
  - Direct insertion of an equation
  - Insert an equation by pointing to cells
  - Sum function
- Find cells linked to a formula
- Calculation priority
- Types of references
  - Relative reference
  - Absolute reference
  - Mixt reference
- Automatically add equations
- Remove zero value (0) when displaying in spreadsheet
- Show equations
- Copy results of equations
- Transfer content of a cell
- Comments
  - Insert a comment
  - Modify a comment
  - Delete a comment
  - Show a comment
  - Show comments and indicators

#### 5. Format data

- Exercise sheet
- Formatting tools
- Character and attribute fonts
  - Choose default font
  - Modify font for current spreadsheet
  - Apply attribute to characters
  - Apply format to an operation
- Border
  - Apply a border
  - Personalize a border
  - Change a border

- Fill out
  - Background color
  - Design
- Alignment
  - Align using the “Format cell” dialog box
  - Align using the buttons
  - Align tabs
  - Center many columns
  - Fuse cells
  - Return to the following row
  - Justify text
- Repeat cell content
- Rotate data
- Format numbers
  - Attribute a format to a cell
- Column width
  - Change column width
  - Adapt the column width to the longest data
  - Define standard width
- Insert and delete cells, rows or columns
- Row height
  - Change row height
  - Return to standard height
- Conditional format
  - Value of cells meeting a criterion
  - Value of cells according to their value
  - Add color, color nuance bars or icons
  - Quick format
- Styles
- Reproduce format
- Protect data
  - Protect a sheet
  - Cancel protection
  - Protect cells
  - Protect again unlock cells
- Hide information of an equation
- Hide rows and columns
  - Hide a column or a row
  - Show a hidden column or a row

## 6. Page layout and printing

- Example sheet
- Print preview
- Types of display
- Margins
  - Change margins using the Print preview
  - Change margins using the page layout mode
- Center in a page
- Positioning
- Paper size
- Print area
  - Add a print area
  - Cancel a print area
- Page breaks
  - Horizontal page breaks
  - Vertical page breaks
  - Delete a page break
  - Insert horizontal and vertical page breaks
  - Change a page break un preview mode of page breaks
- Background
- Print titles
- Scaling
- Display and / or print grids
- Display and / or print titles
- Headers and footers
  - Create a header or a footer
  - Delete a header or a footer
  - Personalize a header or a footer
  - Headers and footers in Page layout mode
  - Position of a header or a footer
  - Create many headers or footers
- Print
- Print comments