



## Microsoft Excel 2007 Basics Course Outline

### Section 1 - Excel Basics

- Starting Excel
- New Interface
- Office Button
- Excel Options
- Quick Access Toolbar
- Ribbon
- Dialog Box Launcher
- Navigating the Worksheet
- Getting Help
- Exiting Excel

### Section 2 - Creating Worksheets

- Entering Data
- Editing Data
- Deleting Data
- Using Undo
- Saving a File
- Print Tools
- Closing and Opening Files
- Using Save As
- Creating New Workbooks
- Switching Between Open Workbooks

### Section 3 - Formulas and Functions

- The Formula Bar
- Creating Simple Formulas
- Displaying Formulas
- Using Functions
- Function Arguments
- The Formula Palette
- Selecting Cells and Ranges

### Section 4 - Editing Worksheets

- Cut, Copy and Paste
- Clipboard Task Pane
- Using Drag and Drop
- Using the Shortcut Menu
- Copy using AutoFill
- Copy Formulas
- Inserting and Deleting Rows and Columns
- Page Setup
- Page Breaks and Margins
- Print Orientation

### Section 5 - Formatting Worksheets

- Adjusting Column Width
- Using AutoFill for Data Series
- Data in a Range
- Formatting Dates
- Formatting Numbers
- Applying Cell Formats
- Font Color and Size
- Bold, Italic, and Underline
- Removing Cell Formats
- Aligning Cell Entries/Titles
- Borders and Shading
- Conditional Formatting
- Format Painter
- Spell Check
- Adding, Renaming, and Deleting Worksheets