

Excel 2007:

Basic

Topic-Level Outline

Days: 1

Prerequisites: Windows XP: Basic or equivalent experience

Unit 1: Getting started

Topic A: Spreadsheet terminology

A-1: Discussing spreadsheet terminology

Topic B: Exploring the Excel window

B-1: Examining Excel window components

Topic C: Getting help

C-1: Using Help

Topic D: Navigating workbooks

D-1: Navigating a worksheet

Unit 2: Entering and editing data

Topic A: Entering and editing text and values

A-1: Entering text and values

A-2: Editing text

A-3: Using AutoFill to fill a series

Topic B: Entering and editing formulas

B-1: Entering a formula by typing

B-2: Entering cell references with the mouse

B-3: Editing a formula

Topic C: Working with pictures

C-1: Inserting and modifying a picture

Topic D: Saving and updating workbooks

- D-1: Saving a workbook
- D-2: Changing and updating a workbook
- D-3: Using the Compatibility Checker

Unit 3: Modifying a worksheet

Topic A: Moving and copying data

- A-1: Moving data in a worksheet
- A-2: Copying data in a worksheet
- A-3: Moving and copying data by using drag-and-drop
- A-4: Copying data by using the Clipboard

Topic B: Moving and copying formulas

- B-1: Moving a formula
- B-2: Copying a formula
- B-3: Using AutoFill to copy a formula

Topic C: Absolute and relative references

- C-1: Observing the limitations of relative references
- C-2: Using absolute references

Topic D: Inserting and deleting ranges, rows, and columns

- D-1: Inserting a range
- D-2: Inserting rows
- D-3: Deleting a range

Unit 4: Using functions

Topic A: Entering functions

- A-1: Entering a SUM function
- A-2: Using the mouse to enter a function argument

A-3: Inserting a SUM function

Topic B: AutoSum

B-1: Using the AutoSum button

Topic C: Other useful functions

C-1: Using AVERAGE

C-2: Using MIN

C-3: Using MAX

C-4: Using COUNT and COUNTA

Unit 5: Formatting worksheets

Topic A: Formatting text

A-1: Using the Font group to format text

A-2: Formatting non-contiguous ranges

A-3: Using the Format Cells dialog box to format text

Topic B: Formatting rows and columns

B-1: Changing column width and row height

B-2: Applying color to a row

B-3: Setting alignment

B-4: Applying borders to ranges

B-5: Using the border-drawing pencil

B-6: Using the Paste Special option

B-7: Removing a border

Topic C: Formatting numbers

C-1: Using the Number group to format numbers

C-2: Exploring the Number tab

Topic D: Conditional formatting

D-1: Creating a conditional format

D-2: Editing and deleting a conditional format

Topic E: Copying formats and applying table formats

E-1: Copying formats

E-2: Using AutoFill to copy a format

E-3: Applying cell and table styles

E-4: Using Find and Replace to change cell formats

Unit 6: Printing

Topic A: Preparing to print

A-1: Checking spelling in a worksheet

A-2: Using the Research task pane

A-3: Finding and replacing text

A-4: Previewing a worksheet

Topic B: Page Setup options

B-1: Setting page orientation

B-2: Setting margins

B-3: Creating and editing headers and footers

B-4: Hiding gridlines and headings

Topic C: Printing worksheets

C-1: Printing a worksheet

C-2: Working with the print area

Unit 7: Creating charts

Topic A: Chart basics

A-1: Creating a chart

A-2: Moving a chart within a workbook

A-3: Examining chart elements

A-4: Using an embedded chart

Topic B: Modifying charts

B-1: Changing a chart type

B-2: Applying Quick Layouts and Quick Styles

B-3: Formatting chart elements

B-4: Modifying an embedded chart

Topic C: Printing charts

C-1: Printing a chart

Unit 8: Managing large workbooks

Topic A: Viewing large worksheets

A-1: Using the Freeze Panes command

A-2: Splitting a worksheet into panes

A-3: Hiding and unhiding columns and worksheets

A-4: Minimizing the Ribbon

Topic B: Printing large worksheets

B-1: Setting print titles

B-2: Adjusting page breaks

Topic C: Using multiple worksheets

C-1: Navigating between worksheets

C-2: Naming worksheets and coloring tabs

C-3: Working with multiple worksheets

C-4: Previewing and printing multiple worksheets