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Course overview

This course is designed to help you create spreadsheets, quickly and easily, using Microsoft Excel 2007. The course covers the basics of good spreadsheet design, common features, and provides useful tips and techniques to help you use Excel 2007 effortlessly.

Who the course is aimed at

Anyone who wants to create any type of spreadsheet. From simple lists to complex data analysis spreadsheets, whether it's for personal use, school, or business.

Prerequisites

You need to have basic PC skills using Windows, mouse and the keyboard.

Course topics

Introduction

- Workbooks, a brief introduction
- Defining a workbook, and its components
- About MS Excel 2007
- How to get help

Getting Started

- Getting to know the Ribbon
- Creating a new workbook
- Setting properties
- Saving a workbook
- Opening an already saved workbook

Entering, editing and formatting data

- Entering text, numbers and dates
- Formatting text, number and dates
- Creating custom formats
- Copy, cut and moving data
- Deleting and shifting data

Entering and editing functions

- Difference between a function and formula
- Inserting a function
- Using common functions, Sum, Average, Count
- Absolute and relative references

Data analysis

- The IF statement
- Conditional formatting
- Inserting a filter
- Inserting a chart or graph

Special objects

- Inserting hyperlinks
- Pictures and clipart
- Shapes and SmartArt

Proofing document

- Spellchecking
- Full screen reading

Saving and printing

- Basic save
- Legacy save
- PDF save
- Print preview
- Printing