

Microsoft Excel 2007 Foundation – 1 Day

If you are new to Excel, the extensive array of features and capabilities that it provides may seem daunting at first, but don't worry. The keys to becoming proficient with Excel are patience, practice, and a solid foundation built on the basics.

In this course the following areas will be covered, we can also teach this content in either Excel XP or 2003

Section One: Getting Started

- Starting out
- About Workbooks
- Exploring your Workbook
- Getting Help in Excel 2007

Section Two: The New Interface

- The Quick Access Toolbar
- The Home Ribbon
- The Insert Ribbon
- The Page Layout Ribbon
- The Formulae Ribbon
- The Data Ribbon
- The Review Ribbon

Section Three: Excel Basics

- Working with Excel 2007
- Basic Excel Features
- Moving your Data
- Smart Tags & Option Buttons
- Editing Tools

Section Four: Editing Your Workbook

- Modifying Cells & Data
- Cell Formatting
- Enhancing a Workbook's Appearance
- Working with Charts
- Working with Charts, Part 2

Section Five: Printing & Viewing Your Workbook

- Using The View Ribbon
- Managing a Single Worksheet
- Managing Multiple Worksheets
- Printing your Workbook



For information and support

Meridian House
Winsford Ind Est
Winsford
Cheshire
CW7 3QG

0845 600 6990

info@rareit.com
www.rareit.com