



**THE
ENTERPRISE
CENTRE**

Excel 2007

Level 1

1 Day

Workshop Goal

This **one-day hands-on** workshop will help participants become efficient in the basic use of the new Microsoft Excel 2007 program. By gaining a solid understanding of spreadsheet concepts participants will increase their productivity. This workshop introduces the methods of data entry, formatting, using basic formulas, printing, and being comfortable with the new terminology in Excel.

Topic Outline

- Exploring Excel's New Ribbon
- Using Basic Workbook Skills
- Creating Simple Formulas
- Copying and Moving Data
- Formatting Text
- Formatting Numbers
- Using Automatic Formatting & Styles
- Using Page Setup
- Working with Ranges
- Managing Worksheets
- Working with Comments
- Using AutoFilter
- Working with Outlines
- Printing

Recommended Prior Learning

Completion of the **Windows** workshop or equivalent knowledge.