

A FIRST LOOK AT EXCEL

- Starting the Excel program
- What is the Active Cell?
- The Excel cell referencing system
- Entering numbers and text
- Default text and number alignment
- Adding a column of numbers
- Worksheets and Workbooks
- Saving a workbook
- Closing a workbook
- Creating a new workbook
- Opening a workbook
- Switching between workbooks
- Saving a workbook using another name
- Saving a workbook using a different file type

HELP

- Getting help
- Searching for Help
- The Help 'Table of Contents'
- Printing a Help topic
- Alt key help

USING EXCEL

SELECTION TECHNIQUES

- Why are selection techniques important?
- Selecting a cell
- Selecting a range of connecting cells
- Selecting a range of non-connecting cells
- Selecting the entire worksheet
- Selecting a row
- Selecting a range of connecting rows
- Selecting a range of non-connected rows
- Selecting a column
- Selecting a range of connecting columns
- Selecting a range of non-connecting columns

MANIPULATING ROWS AND COLUMNS

- Inserting rows into a worksheet
- Inserting columns into a worksheet
- Deleting rows within a worksheet
- Deleting columns within a worksheet
- Modifying column widths
- Modifying column widths using 'drag and drop'
- Automatically resizing the column width to fit contents
- Modifying row heights

COPYING, MOVING AND DELETING

- Copying the cell or range contents
- Deleting cell contents
- Moving the contents of a cell or range
- Editing cell content
- Undo and Redo
- AutoFill
- Sorting a cell range
- Searching and replacing data

WORKSHEETS

MANIPULATING WORKSHEETS

- Switching between worksheets
- Renaming a worksheet
- Inserting a new worksheet
- Deleting a worksheet
- Copying a worksheet within a workbook
- Moving a worksheet within a workbook
- Copying or moving worksheets between workbooks

FORMATTING

FONT FORMATTING

- Font type
- Font size
- Bold, italic, underline formatting
- Cell border formatting
- Formatting the background colour
- Formatting the font colour

ALIGNMENT FORMATTING

- Aligning contents in a cell range
- Centring a title over a cell range
- Cell orientation
- Text wrapping
- Format painter

NUMBER FORMATTING

- Number formatting
- Decimal point display
- Comma formatting
- Currency symbol
- Date styles
- Percentages

FREEZING ROW AND COLUMN TITLES

Freezing row and column titles

FORMULAS AND FUNCTIONS

FORMULAS

- Creating formulas
- Easy way to create formulas
- Copying formulas
- Operators
- Formula error messages

CELL REFERENCING

- Relative cell referencing within formulas
- Absolute cell referencing within formulas

FUNCTIONS

- What is a function?
- Common functions
- Sum function
- Average function
- Max function
- Min function
- Count function
- What are 'IF functions'?
- Using the IF function

CHARTS

USING CHARTS

- Inserting a column chart
- Inserting a line chart
- Inserting a bar chart
- Inserting a pie chart
- Resizing a chart
- Deleting a chart
- Chart title or labels
- Chart background colour
- Changing a column, bar, line or pie slice colours
- Changing the chart type
- Modifying Charts using the Layout tab
- Copying and moving charts within a worksheet
- Copying and moving charts between worksheets
- Copying and moving charts between workbooks

CUSTOMIZING EXCEL

- Modifying basic options
- Minimising the Ribbon
- AutoCorrect options

PRINTING

WORKSHEET SETUP

- Worksheet margins
- Worksheet orientation
- Worksheet page size
- Headers and Footers
- Header and footer fields
- Scaling your worksheet to fit a page(s)

PREPARING TO PRINT A WORKSHEET

- Visually check your calculations
- Gridline display when printing
- Printing titles on every page when printing
- Printing the Excel row and column headings
- Spell checking
- Previewing a worksheet
- Comparing Workbooks side by side
- Zooming the view
- Printing options

MANIPULATING DATA, & NAMED RANGES

- Paste Special
- Transposing data
- Importing text and delimiting by space, comma or tab
- What does naming a cell range mean?
- Rules for naming cells and ranges
- Naming cell range(s) in a worksheet
- Named ranges within formulas
- Navigating through workbooks using named ranges
- Creating named ranges automatically based on cell values
- Deleting named cells/ranges
- Creating subtotals
- Removing subtotals

TEMPLATES

- Using templates
- Creating templates
- Opening and editing templates

FORMATTING & DISPLAY TECHNIQUES

- Formatting tables
- Formatting tables using table styles
- Formatting cell ranges using conditional formatting
- Creating custom number formats
- Freezing the top row
- Freezing the first column
- Freezing the top row and the first column at the same time
- Hiding and un-hiding rows
- Hiding and un-hiding columns
- Hiding and un-hiding worksheets

SORTING AND QUERYING DATA

- Sorting internal Excel databases
- Custom sort options
- Using AutoFilter to query data
- Multiple queries
- Removing filters
- Top 10 AutoFilter
- Filtering unique records
- Advanced Filter

LINKING & CONSOLIDATING DATA

- Linking individual cells within a worksheet
- Linking charts to data within a worksheet
- Linking a cell range on one worksheet to another worksheet (within the same workbook)
- Linking data on one worksheet to a chart in another worksheet (within the same workbook)
- Linking data from one workbook to another
- Linking a chart from one workbook to another
- Copying data from Excel into a Word document
- Linking data from Excel into a Word document
- Copying a chart from Excel into a Word document
- Linking a chart from Excel into a Word document
- Consolidating data over several worksheets or worksheet pages

CHARTS FORMATTING TECHNIQUES

- Changing the angle of pie chart slices
- Formatting the chart axis fonts
- Formatting the chart axis scales
- Formatting the chart axis text orientation
- Creating and positioning a chart title
- Re-positioning a chart legend
- Re-positioning chart data labels
- Exploding the segments within a pie chart
- Deleting a data series within a chart
- Adding a data series to a chart
- Modifying the chart type for a defined data series
- Widening the gap between columns / bars within a 2-D chart
- Inserting an image into a 2D chart (as a background)
- Inserting an image into a 2D chart (to format a column or bar of data)

PROTECTION AND SECURITY

- Specifying a password for opening a workbook
- Using the "read-only recommended" option
- Removing a password from an Excel workbook
- Protecting a worksheet or worksheet elements
- Removing workbook protection
- Allowing selective editing of a protected worksheet

FUNCTIONS (select from)

- Excel 2007 Functions
- Getting help about using a particular function
- TODAY
- DAY
- MONTH
- YEAR
- SUMIF
- ROUND
- COUNT
- COUNTA
- COUNTIF
- PROPER
- UPPER
- LOWER
- CONCATENATE
- FV
- NPV
- PMT
- PV
- RATE
- HLOOKUP
- VLOOKUP
- IF
- AND
- OR
- ISERROR
- DSUM
- DMIN
- DMAX
- DCOUNT
- Nested functions

A FIRST LOOK AT PIVOT TABLES

- Creating a PivotTable
- Dropping data into the Pivot Table
- Modifying data and refreshing the Pivot Table
- Grouping data within a Pivot Table

SCENARIOS

- Scenario Manager - an example
- Showing a scenario
- Viewing an alternative scenario
- Create a scenario summary

AUDITING

- Tracing precedent cells
- Tracing the dependents of a cell
- Displaying all formulas within a worksheet
- Adding comments
- Displaying comments
- Removing comments
- Editing comments

MACROS

- Displaying the Developer tab
- Recording and running macros
- Lowering your macro security level
- Customizing the Quick Access Toolbar
- Changing the Quick Toolbar Macro icon
- Removing a macro icon from the quick access toolbar
- Raising your macro security level