

Introduction to the Course	It is essential that delegates have successfully completed the Word 2007 Introductory and Intermediate courses, or have gained similar knowledge within the work environment.
Objectives	This course is designed to provide a new Excel user with a good understanding of the basic concepts of spreadsheet design, commands, data manipulation, using calculations and formatting techniques, as well as creating charts.

Course Content

<p>Introduction to Excel</p> <ul style="list-style-type: none">The RibbonCommand TabsContextual Command TabsQuick Access ToolbarStatus bar and Mini toolbarUsing HelpSmart Tags & Task Panes <p>Document Management</p> <ul style="list-style-type: none">Creating and saving workbooksOpening and closing workbooksManaging workbooks <p>Setting Up / Editing Worksheets</p> <ul style="list-style-type: none">Entering, editing and erasing cell contentsCopying and moving cell contentsUndo and redo <p>Building Formulas</p> <ul style="list-style-type: none">Basic calculations and prioritiesInserting functionsUsing AutoSumCalculating across Worksheets	<p>Formatting</p> <ul style="list-style-type: none">Changing column widths / row heightsChanging values and date displayChanging cell alignmentApplying borders, fonts and colourLive PreviewFormat PainterAdding Cell Comments <p>Printing</p> <ul style="list-style-type: none">Previewing worksheetsChanging the margins and orientationSetting the print area and print titlesPage breaks, Page Break Preview and Page Layout viewHeaders and footersZoom <p>Introducing Charts</p> <ul style="list-style-type: none">Create a Basic ChartModify the Chart TypeAdd TitlesSelect New FormatsChart Tab <p>Workbooks</p> <ul style="list-style-type: none">Using Multiple BooksDisplaying Multiple Books
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