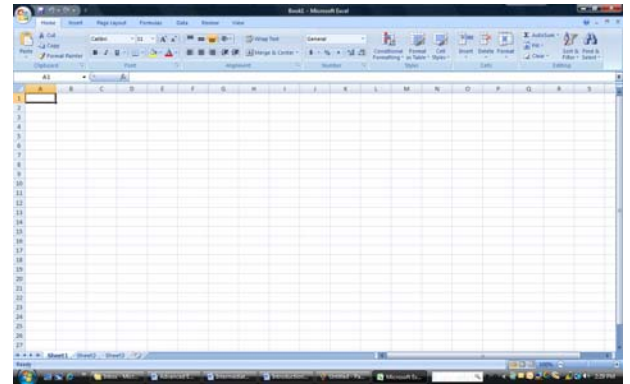


INTRODUCTION TO EXCEL 2007

(A 6-hour Program)

🕒 Getting Started with Excel 2007

- Starting Excel
- Navigating in a Workbook
- Understanding the Ribbon
- Opening an Existing Workbook
- Editing a Worksheet
- Managing Files
- Print and Print Preview Features
- Saving and Exiting a Workbook



🕒 Creating A Workbook

- Entering Labels
- Changing the Font
- Selecting Cell Ranges
- Modifying Column Width and Row Height
- Entering Values and Dates
- Entering & Copying Basic Formulas
 - 🕒 SUM, AVERAGE, MAX, MIN, COUNT

🕒 Using Editing & Formatting Tools

- Using AutoCorrect
- Using Series and Autofill
- Applying Autoformats
- Changing Page Setup

🕒 Formatting Cells, Columns, Rows & Sheets

- Inserting & Deleting Worksheets
- Inserting and Deleting Cells
- Adding Labels with Autocomplete and Pick from List
- Copying, Cutting and Pasting Cell Contents
- Inserting and Deleting Rows and Columns
- Horizontal and Vertical Cell Alignments
- Using Wrap Text and Changing Indents
- Using Merge and Centre
- Applying Borders and Shading

Maximum Number of Participants: 8