

Upgrading to Microsoft Excel 2007 Course Outline

Duration: Half Day

Objectives: The main objective of this course is to introduce delegates to the rich new features and striking enhancements to Excel 2007.

Pre-requisites: Attendees should have previous experience of using Microsoft Excel.

● The New Look and Feel

- Changes to the Interface
- Using the Office Button
- Working with the Ribbon
- Understanding Tabs, Groups and Commands
- Using Contextual Tabs
- Using the Quick Access Toolbar
- Using the Mini Toolbar
- Customising the Environment
- Using Zoom
- Creating New Worksheets
- New Page Layout View

● Formatting Spreadsheets

- Live Previews of Formatting
- Using Themes
- Enhanced Conditional Formatting

● Working with Data

- Increased Capacity
- Improved Formula Creation
- Using Tables
- Improved Sorting and Filtering
- Enhancements to PivotTables

● Using the Enhanced Drawing Tools

- Using Smart Art Graphics
- Using the New Charts

● Saving Spreadsheets

- Different Excel File Formats
- Understanding Compatibility between Different Versions
- Using the Document Inspector to Remove 'Metadata'