

Microsoft Excel

Getting started in Excel

- What is new in Excel 2007
- Opening and saving workbooks
- Entering values and text
- Difference between a function and a formula
- Closing a workbook

Building and Editing a Worksheet

- Editing cell entries and working with ranges
- Entering formulas
- Copying and moving cells
- Understanding relative and absolute cell reference
- Moving and naming a worksheet

Managing workbooks

- Inserting and deleting worksheets
- Freezing rows and columns
- Hiding and protecting worksheet areas
- Controlling page break
- Creating hyperlinks between excel files

Formatting a worksheet

- Formatting values
- Using fonts and sizes
- Adjusting Column width
- Inserting and deleting rows and columns
- Applying colors and borders
- Conditional Formatting
- Spell checking

Working with charts

- Creating a chart
- Editing a chart
- Formatting a chart
- Enhancing a chart
- Previewing and printing a chart

Analyzing List Data

- Creating a custom filter
- Extracting List data
- Creating subtotals
- Looking up values

Using What-If Analysis

- Defining a What-If Analysis
- Tracking a What-If Analysis with Scenario Manager
- Generating a Scenario Summary
- Projecting Figures Using a Data Table
- Creating a Two-Input Data Table