

# Excel 2007

## 1 Day Introduction

### Course Outline

Session	Content
1	<b>Microsoft Excel Basics</b> <ul style="list-style-type: none"><li>• the workbook environment</li><li>• data entry and basic formatting</li><li>• save a workbook</li><li>• name and colour a sheet tab</li><li>• enter simple formulas</li><li>• use AutoSum</li><li>• fill a formula</li><li>• understand a Smart Tag</li><li>• preview and print</li></ul>
2	<b>Modifying Columns and Rows Using Functions</b> <ul style="list-style-type: none"><li>• adjust rows &amp; columns</li><li>• use functions such as Sum, Average, Count, Min, Max, Date, Now and Today</li></ul>
3	<b>Filling a Series, Absolute References, Formatting and Printing</b> <ul style="list-style-type: none"><li>• fill a series</li><li>• absolute &amp; relative reference</li><li>• order of evaluation</li><li>• apply and modify cell formats</li><li>• use the Format Painter</li><li>• use AutoFormat</li><li>• apply a style</li><li>• headers &amp; footers</li><li>• set print options</li><li>• print a selection</li></ul>
4	<b>Charting</b> <ul style="list-style-type: none"><li>• create a chart</li><li>• edit a chart</li><li>• use non adjacent data in a chart</li><li>• resize and reposition a chart</li><li>• use the Zoom control</li></ul>

February 10



Your Success is Our Priority

## Canning College

### Computing

Marquis Street, Bentley 6102  
Telephone: (08) 93515630  
[www.canningcollege.com](http://www.canningcollege.com)