

## Microsoft Office Excel 2007 Outline

### Notes:

- All lessons are bite-sized and self-contained, so you can select only what you need.
- Covers beginning, intermediate and advanced topics.
- The Interactive Online Learning and Customizable Courseware versions both feature matching content for a true blended learning solution.

<b>Chapter One: The Fundamentals</b>		<b>Beginning</b>
Starting Excel 2007		
What's New in Excel 2007		
Understanding the Excel Program Screen		
Understanding the Ribbon		
Using the Office Button and Quick Access Toolbar		
Using Keyboard Commands		
Using Contextual Menus and the Mini Toolbar		
Using Help		
Exiting Excel 2007		
<b>Chapter Two: Worksheet Basics</b>		<b>Beginning</b>
Creating a New Workbook		
Opening a Workbook		
Navigating a Worksheet		
Entering Labels		
Entering Values		
Selecting a Cell Range		
Overview of Formulas and Using AutoSum		
Entering Formulas		
Using AutoFill		
Understanding Absolute and Relative Cell References		
Using Undo, Redo and Repeat		
Saving a Workbook		
Previewing and Printing a Worksheet		
Closing a Workbook		

<b>Chapter Three: Editing a Worksheet</b>	
Editing Cell Contents	<b>Beginning</b>
Cutting, Copying, and Pasting Cells	
Moving and Copying Cells Using the Mouse	
Using the Office Clipboard	
Using the Paste Special Command	
Checking Your Spelling	
Inserting Cells, Rows, and Columns	
Deleting Cells, Rows, and Columns	
Using Find and Replace	
Using Cell Comments	
Tracking Changes	
<b>Chapter Four: Formatting a Worksheet</b>	
Formatting Labels	<b>Beginning</b>
Formatting Values	
Adjusting Row Height and Column Width	
Working with Cell Alignment	
Adding Cell Borders, Background Colors and Patterns	
Using the Format Painter	
Using Cell Styles	
Using Document Themes	
Applying Conditional Formatting	
Creating and Managing Conditional Formatting Rules	
Finding and Replacing Formatting	
<b>Chapter Five: Creating and Working with Charts</b>	
Creating a Chart	<b>Intermediate</b>
Resizing and Moving a Chart	
Changing Chart Type	
Applying Built-in Chart Layouts and Styles	
Working with Chart Labels	
Working with Chart Axes	
Working with Chart Backgrounds	
Working with Chart Analysis Commands	
Formatting Chart Elements	
Changing a Chart's Source Data	
Using Chart Templates	

<b>Chapter Six: Managing Workbooks</b>	Intermediate
Viewing a Workbook	
Working with the Workbook Window	
Splitting and Freezing a Workbook Window	
Selecting Worksheets in a Workbook	
Inserting and Deleting Worksheets	
Renaming, Moving and Copying Worksheets	
Working with Multiple Workbooks	
Hiding Rows, Columns, Worksheets and Windows	
Protecting a Workbook	
Protecting Worksheets and Worksheet Elements	
Sharing a Workbook	
Creating a Template	
<b>Chapter Seven: Working with Page Layout and Printing</b>	Intermediate
Creating Headers and Footers	
Using Page Breaks	
Adjusting Margins and Orientation	
Adjusting Size and Scale	
Adding Print Titles, Gridlines and Headings	
Advanced Printing Options	
<b>Chapter Eight: More Functions and Formulas</b>	Intermediate
Formulas with Multiple Operators	
Inserting and Editing a Function	
AutoCalculate and Manual Calculation	
Defining Names	
Using and Managing Defined Names	
Displaying and Tracing Formulas	
Understanding Formula Errors	
<b>Chapter Nine: Working with Data Ranges</b>	Intermediate
Sorting by One Column	
Sorting by Colors or Icons	
Sorting by Multiple Columns	
Sorting by a Custom List	
Filtering Data	
Creating a Custom AutoFilter	
Using an Advanced Filter	

<b>Chapter Ten: Working with Tables</b>	Intermediate
Creating a Table	
Working with Table Size	
Working with the Total Row	
Working with Table Data	
Summarizing a Table with a PivotTable	
Using the Data Form	
Using Table Styles	
Using Table Style Options	
Creating and Deleting Custom Table Styles	
Convert or Delete a Table	
<b>Chapter Eleven: Working with PivotTables</b>	Intermediate
Creating a PivotTable	
Specifying PivotTable Data	
Changing a PivotTable's Calculation	
Filtering and Sorting a PivotTable	
Working with PivotTable Layout	
Grouping PivotTable Items	
Updating a PivotTable	
Formatting a PivotTable	
Creating a PivotChart	
<b>Chapter Twelve: Analyzing and Organizing Data</b>	Intermediate
Creating Scenarios	
Creating a Scenario Report	
Working with Data Tables	
Using Goal Seek	
Using Solver	
Using Data Validation	
Using Text to Columns	
Removing Duplicates	
Grouping and Outlining Data	
Using Subtotals	
Consolidating Data by Position or Category	
Consolidating Data Using Formulas	

<b>Chapter Thirteen: Working with the Web and External Data</b>	Advanced
Inserting a Hyperlink	
Creating a Web Page from a Workbook	
Importing Data from Access or Text Files	
Importing Data from the Web and Other Sources	
Working with Existing Data Connections	
<b>Chapter Fourteen: Working with Macros</b>	Advanced
Recording a Macro	
Playing and Deleting a Macro	
Adding a Macro to the Quick Access Toolbar	
Editing a Macro's Visual Basic Code	
Inserting Copied Code in a Macro	
Declaring Variables and Adding Remarks to VBA Code	
Prompting for User Input	
Using the If...Then...Else Statement	
<b>Chapter Fifteen: Working with Objects</b>	Advanced
Inserting Clip Art	
Inserting Pictures and Graphics Files	
Formatting Pictures and Graphics	
Inserting Shapes	
Formatting Shapes	
Resize, Move, Copy and Delete Objects	
Applying Special Effects to Objects	
Grouping Objects	
Aligning Objects	
Flipping and Rotating Objects	
Layering Objects	
Inserting SmartArt	
Working with SmartArt Elements	
Formatting SmartArt	
Using WordArt	
Inserting an Embedded Object	
Inserting Symbols	

<b>Chapter Sixteen: Advanced Topics</b>	<b>Advanced</b>
Customizing the Quick Access Toolbar	
Using and Customizing AutoCorrect	
Changing Excel's Default Options	
Recovering Your Documents	
Using Microsoft Office Diagnostics	
Viewing Document Properties and Finding a File	
Saving a Document as PDF or XPS	
Adding a Digital Signature to a Workbook	
Preparing Documents for Publishing and Distribution	
Publishing a Workbook to a Document Workspace	
Creating a Custom AutoFill List	
Creating a Custom Number Format	
<b>Chapter Seventeen: Appendix of Common Functions</b>	<b>Advanced</b>
Using Logical Functions (IF)	
Using Financial Functions (PMT)	
Using Database Functions (DSUM)	
Using Lookup Functions (VLOOKUP)	
Financial Functions	
Date & Time Functions	
Math & Trig Functions	
Statistical Functions	
Lookup & Reference Functions	
Database Functions	
Text Functions	
Logical Functions	
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