

Excel 2007 Level 1

Exploring Excel

- Working with Excel
- Starting Excel
- Using the Interface
- Using the Office Button
- Exploring Excel Options
- Working with Worksheets
- Using the Ribbon
- Hiding the Ribbon
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Customizing the Status Bar
- Exiting Excel
- Exploring Excel

Using Basic Workbook Skills

- Selecting a Cell using the Keyboard
- Using KeyTips
- Scrolling using the Mouse
- Using the Scroll Bar Shortcut Menu
- Using the Go To Dialog Box
- Entering Text into Cells
- Entering Numbers into Cells
- Saving a New Workbook
- Closing a Workbook
- Creating a New Workbook
- Using a Template
- Opening an Existing Workbook
- Using Data Entry Shortcuts
- Editing Cell Entries
- Checking Worksheet Spelling
- Creating a New Folder
- Renaming an Existing Workbook
- Using Basic Workbook Skills

Working with Ranges

- Using Ranges
- Selecting Ranges with the Mouse
- Selecting Ranges with the Keyboard
- Selecting Non-adjacent Ranges
- Entering Values into a Range
- Using the Auto Fill Feature
- Working with Ranges

Creating Simple Formulas

- Using Formulas
- Entering Formulas
- Using Functions
- Using the AutoSum Button
- Using the AutoSum List
- Using Formula AutoComplete
- Inserting Functions in Formulas
- Editing Functions
- Using the AutoCalculate Feature
- Using Range Borders to Modify Formulas
- Checking Formula Errors
- Creating Simple Formulas

Copying and Moving Data

- Copying/Cutting and Pasting Data
- Copying and Pasting Formulas
- Using the Paste Options Button
- Using the Paste List
- Using the Clipboard Task Pane
- Creating an Absolute Reference
- Filling Cells
- Using Drag-and-Drop Editing
- Using Undo and Redo
- Copying and Moving Data

Printing

- Previewing a Worksheet
- Printing the Current Worksheet
- Printing a Selected Range
- Printing a Page Range
- Printing Multiple Copies
- Printing

Using Page Setup

- Setting Margin and Centering Options
- Changing Page Orientation and Paper Size
- Repeating Row and Column Labels
- Scaling a Worksheet
- Changing Page Breaks
- Setting/Removing a Print Area
- Changing Sheet Options
- Creating Headers and Footers
- Using Built-in Headers and Footers
- Using Page Setup

Formatting Numbers

- Using Number Formats
- Using the Accounting Number Style
- Using the Percent Style
- Using the Comma Style
- Changing Decimal Places
- Formatting Numbers

Formatting Text

- Formatting Cell Text
- Changing an Existing Font
- Modifying the Font Size
- Using Bold and Italics
- Underlining Text
- Changing the Font Color
- Rotating Text in a Cell
- Wrapping Text in a Cell
- Shrinking Text in a Cell
- Changing Cell Alignment
- Changing Text Indentation
- Formatting Text

Working with Columns and Rows

- Selecting Columns and Rows
- Using Narrow Column Tooltips
- Changing the Width of Columns
- Changing the Height of Rows
- Adjusting Columns Automatically
- Hiding Columns and Rows
- Unhiding Columns and Rows
- Inserting a Column
- Insert a Row
- Deleting a Column
- Deleting a Row
- Working with Columns and Rows

Formatting Cells

- Using the Merge and Center Button
- Changing the Vertical Alignment
- Splitting Cells
- Using the Borders Button
- Drawing Cell Borders
- Using the Fill Color Button
- Pasting Formats
- Using the Format Painter Button
- Copying Formats to Non-Adjacent Cells
- Clearing Formats
- Inserting Selected Cells
- Inserting Cut or Copied Cells
- Deleting Selected Cells
- Formatting Cells

Using Automatic Formatting and Styles

- Using Automatic Formatting Features
- Applying an AutoFormat
- Extending List Formats and Formulas
- Applying a Predefined Style
- Creating a Style by Example
- Applying a Style
- Creating a New Style
- Editing an Existing Style
- Merging Styles
- Using Automatic Formatting and Styles

Getting Help

Using Microsoft Excel Help and Resources

Working with Excel Help

Looking Further for Answers

Getting Help