

Excel 2007 Basics

What this course has to offer?

You will learn how to use basic functions of Excel 2007 in connection with creating and editing tables. Your calculations will include relative and absolute cell references. Furthermore you will get to know a selection of other important mathematical, financial and time functions provided by Excel.

What are the course requirements?

Being acquainted with using the mouse and keyboard.

Number of lessons: 82

Processing time approx. 10 h

The Learning Contents Overview:

Chapter 1: What is Excel?

How is a Table constructed in Excel?
What does Spreadsheet mean in Excel?

Chapter 2: The Desktop

Starting and Ending Excel
The Excel Application Window
Calling up Commands

Chapter 3: The Basics of Working with Tables

Moving about within a Spreadsheet
Entering Data
Changing and Deleting Cell Contents
Changing Column Width and Row Height
Selecting Cells Using the Mouse
Selecting Using the Keyboard
Undoing Work
Printing Tables
The Table is wider or larger than the Print Page
Saving Workbooks
Opening and Creating Workbooks

Chapter 4: Working with Formulas

Structure of Formulas and Entering Formulas
The SUM Function
Entering Cell References within Formulas by Pointing
Editing Formulas

Chapter 5: Using Excel's Help-Function

Getting fast Help on the Program
Working with Excel Help

Chapter 6: The Basics of Formatting Cells

Working with Themes
Font Type, Size, Style and Color
Setting more Font Attributes
Aligning Cell Contents
Additional Options for Cell Alignment
Merging Cells
Automatic and Manual Text Wrap
Drawing Borders and Lines
Applying Background Colours
Formatting Numbers

Chapter 7: Filling in Data, Copying and Moving

Repeat and Automatic Complete
Copying and Moving Using Drag-and-Drop
Copying and Moving Using the Clipboard
Using the Fill Feature
Relative References
Absolute References

Chapter 8: Working with the Table Structure

Hiding and Displaying Columns and Rows
Inserting and Deleting Columns or Rows
Inserting or Deleting Cells

Chapter 9: Working with Functions

Structure and Entering of Functions
Entering simple Functions with the AutoSum Button
The ROUND Function
Using the Function Wizard
Creating Nested Functions
Finding Errors in Formulas
Using Formula Auditing

Chapter 10: Using Names for a better Overview

Assigning Names
Using Names in Formulas

Chapter 11: Using additional Functions

The Structure of the IF Function
Using the IF Function
Linking Conditions with Logic Functions
The VLOOKUP Function
The HLOOKUP Function
Structure of the PMT Function
Using the PMT Function
Using Math and Statistical Functions

Chapter 12: Using additional Functions

Entering Dates and Times
Formatting Date and Time Entries
Fundamentals of Time Calculations in Excel
Performing Simple Calculations with Time Entries
Working with Date and Time Functions
Practical Applications

Chapter 13: Defining the Printer Settings

Working with the Preview
Page Setup
Defining additional Print Options
Defining Page Breaks
Using Headers and Footers
Defining Column and Row Titles
Printing-specific Features

This course designed according to didactical standards provides a test for each individual chapter or for the entire course in order to check on your personal learning progress. These tests may recommend the repetition of certain lessons if necessary. With the tests, you will repeat important contents. Via an alphabetical index you can search for topics that you are especially interested in.

The Know How! AG and HERDT-Verlag für Bildungsmedien GmbH cooperate closely. This course is adapted to the HERDT training guide 'Microsoft Excel 2007 Grundlagen'.