



Excel 2007: New Features

Overview: This course is designed to introduce students to the new features in Excel 2007. Students will explore and use several enhanced features including tables and table formats; conditional formatting; charts and illustrations; and new PivotTable and PivotChart options.

Prerequisites: Excel 2003 Introduction or equivalent knowledge.

Course Length: One-Half Day

Course Content

Lesson 1: Exploring the Excel Environment

- Explore the User Interface
- Work with the Ribbon
- Work with Contextual Tabs
- Use the Excel Galleries
- Customize the Excel Interface

Lesson 2: Organizing Data

- Explore the Enhancements in Excel 2007 Spreadsheets
- Insert Tables
- Format Tables

Lesson 3: Analyzing Data

- Apply Conditional Formatting
- Sort Data in a Spreadsheet
- Filter Data in a Spreadsheet
- Apply a Formula

Lesson 4: Presenting Data

- Create Charts
- Format Charts
- Work with Illustrations
- Create PivotTables and PivotCharts
- Share Excel Charts
- Save Data in Presentable Formats