

Course Description: You have worked with Microsoft® Office Excel® 2003 (or earlier), and you now need to be aware of the additional features in the latest release of the software for improving the management, presentation, and distribution of your spreadsheets. In this course, you will work with the new and enhanced features in Microsoft® Office Excel® 2007.

Who Should Attend: This course is designed for experienced Excel users who have worked with earlier versions of Microsoft Office Excel, ideally Microsoft Office Excel 2003, and who have upgraded to Microsoft Office Excel 2007.

Prerequisites: Students enrolling in this course should understand how to use some version of Excel, preferably 2003 or XP, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user.

Benefits of Attendance: Upon completion of this course, students will be able to:

- Explore the new and enhanced Microsoft Office Excel 2007 environment.
- Organize data in Excel worksheets using enhanced tables and table formats.
- Analyze Excel data by applying enhanced conditional formatting, and generate specific information using the sort and filter options.
- Present Excel data using enhanced charts and illustrations, as well as work with the enhanced options of PivotTables and PivotCharts for conducting selective analysis.

Course Outline:

Exploring the Excel Environment

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

Organizing Data

Explore the Enhancements in Excel 2007 Spreadsheets
Insert Tables
Format Tables

Analyzing Data

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

Presenting Data

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

Appendix A: New Features in Microsoft Office Excel 2007