

## ExecuTrain Course Outline

# Microsoft Office Excel 2007: New Features

ET84280

0.5 Day

### Description:

In this course, you will work with the new and enhanced features in Microsoft® Office Excel® 2007. 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. You have worked with Microsoft® Office Excel® 2003, 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. This course covers the commonly used new features for a typical user. Due to the nature of this course and the minimal prerequisites, there are other more advanced new features that are not covered in depth.

### Prerequisites:

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

### Objectives:

Upon successful 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.

### Outline:

## Lesson 1: Exploring the Excel Environment

Topic 1A: Explore the User Interface

Topic 1B: Work with the Ribbon

Topic 1C: Work with Contextual Tabs

Topic 1D: Use the Excel Galleries

Topic 1E: Customize the Excel Interface

## Lesson 2: Organizing Data

Topic 2A: Explore the Enhancements in Excel 2007 Spreadsheets

Topic 2B: Insert Tables

Topic 2C: Format Tables

### **Lesson 3: Analyzing Data**

Topic 3A: Apply Conditional Formatting

Topic 3B: Sort Data in a Spreadsheet

Topic 3C: Filter Data in a Spreadsheet

Topic 3D: Apply a Formula

### **Lesson 4: Presenting Data**

Topic 4A: Create Charts

Topic 4B: Format Charts

Topic 4C: Work with Illustrations

Topic 4D: Create PivotTables and PivotCharts

Topic 4E: Share Excel Charts

Topic 4F: Save Data in Presentable Formats