

Microsoft Excel 2007 - New Features

- **Course Number:** Excel2k7N
- **Length:** 1 Day(s)

Certification Exam

No Microsoft Certified Professional exams are associated with this course.

Course Overview

Microsoft Office Excel 2007 is a powerful tool you can use to create and format spreadsheets, and analyze and share information to make more informed decisions. With the Microsoft Office Fluent user interface, rich data visualization, and PivotTable views, professional-looking charts are easier to create and use. Office Excel 2007, combined with Excel Services, a new technology that will ship with Microsoft Office SharePoint Server 2007, provides significant improvements for sharing data with greater security. This course will enable users of earlier versions of Office Excel to familiarize themselves with the new features and functionality of Excel 2007.

Prerequisites

Familiarity with earlier versions of Microsoft Excel is required.

Audience

This course is for anyone who wishes to upgrade their skills from earlier versions of Microsoft Excel to Excel 2007.

Course Outline

- Course Introduction
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- Lesson 1 - Exploring the Excel Environment
- Exploring the Excel Environment
- The Microsoft Office Button
- Demo - Explore the User Interface
- The Ribbon
- Demo - The Ribbon
- Demo - Excel Options
- ScreenTip Enhancements
- The Quick Access Toolbar
- Demo - The Quick Access Toolbar
- The Microsoft Office Window Frame
- The Page Layout View
- The Home Tab
- The Insert Tab
- The Page Layout Tab
- The Formulas Tab
- The Data Tab
- The Review Tab
- The View Tab
- The Developer Tab

- Dialog Box Launchers
- Contextual Tabs
- Program Tabs
- The Mini Toolbar
- Galleries
- The Live Preview Feature
- Demo - Galleries and Live Previews
- The Excel Options Dialog Box
- Lesson 1 Review
- Lesson 2 - Organizing Data
- Organizing Data
- Excel Spreadsheet Enhancements
- New Workbook Dialog Box
- Excel Template Enhancements
- Themes
- Demo - Enhancements and Themes
- The Enhanced Excel Table
- Table Tools
- Demo - Insert a Table
- Demo - Using Table Styles
- Lesson 2 Review
- Lesson 3 - Analyzing Data
- Analyzing Data
- The Conditional Formatting Button
- Conditional Formatting Categories
- The Conditional Formatting Rules Manager
- Dialog Box
- Demo - Conditional Formatting
- Enhanced Sort Options
- Demo - Sort Data
- The Enhanced Formula Bar
- The Formula AutoComplete Feature
- The Enhanced Function Wizard
- The Function Library
- The Name Manager Dialog Box
- Calculation Options
- Demo - Range, Name, and Formula
- Lesson 3 Review
- Lesson 4 - Presenting Data
- Presenting Data
- Enhanced Charts
- Demo - Create a Chart
- The SmartArt Graphics Gallery
- The Enhanced Shapes Gallery
- Demo - Smart Art
- Enhanced PivotTables
- Demo - Create a PivotTable
- Demo - Create a PivotChart
- Enhanced Save As Options
- The Prepare Options
- Demo - Mark as Final
- Lesson 4 Review

- Course Closure