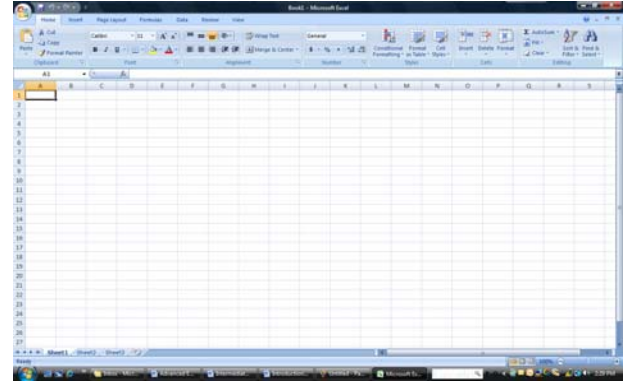


## INTRODUCTION TO EXCEL 2007

(A 6-hour Program)

### 🕒 **Getting Started with Excel 2007**

- Starting Excel
- Navigating in a Workbook
- Understanding the Ribbon
- Opening an Existing Workbook
- Editing a Worksheet
- Managing Files
- Print and Print Preview Features
- Saving and Exiting a Workbook



### 🕒 **Creating A Workbook**

- Entering Labels
- Changing the Font
- Selecting Cell Ranges
- Modifying Column Width and Row Height
- Entering Values and Dates
- Entering & Copying Basic Formulas
  - 🕒 SUM, AVERAGE, MAX, MIN, COUNT

### 🕒 **Using Editing & Formatting Tools**

- Using AutoCorrect
- Using Series and Autofill
- Applying Autoformats
- Changing Page Setup

### 🕒 **Formatting Cells, Columns, Rows & Sheets**

- Inserting & Deleting Worksheets
- Inserting and Deleting Cells
- Adding Labels with Autocomplete and Pick from List
- Copying, Cutting and Pasting Cell Contents
- Inserting and Deleting Rows and Columns
- Horizontal and Vertical Cell Alignments
- Using Wrap Text and Changing Indents
- Using Merge and Centre
- Applying Borders and Shading

**Maximum Number of Participants: 8**