Getting to Know Excel 2007

AGENDA

Navigation:
- The Ribbon
- Office Button
- Quick Access Toolbar
- Title Bar and Status Bar
- Formula Bar

Worksheets
- Rows, Columns, and Cells
- Moving around a Worksheet
- Entering, Editing, Clearing, and Deleting Data
- Inserting and Deleting Rows and Columns
- Saving, Closing, and Opening

Using Formulas and Functions
- Add, Subtract, Multiply, and Divide
- Formulas vs. Functions
- Using Predefined Functions

Formatting Text
- Changing Font type, color, size
- Using Color
- Borders

Printing
- Print Preview
- Setting Print Area
- Margins