



Microsoft Office Excel 2007: New Features

MSOF-170

Course Description:

This course is designed to introduce students to the new features in Microsoft Office Excel 2007.

Course Objectives:

Upon completion of the 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
- Work with the enhanced options of PivotTables and PivotCharts for conducting selective analysis

Prerequisites:

- Knowledge of Excel 2003 or XP
- Familiarity with the Internet

Audience:

- Users experienced with previous versions of Excel

Course Duration:

1/2 Day

Course Topics:

I. Exploring the Excel Environment

- Explore the user interface
- Work with the ribbon
- Work with contextual tabs
- Use the excel galleries
- Customize the Excel interface

II. Organizing Data

- Explore the enhancements in Excel 2007 spreadsheets
- Insert tables
- Format tables

III. Analyzing Data

- Apply conditional formatting
- Sort data in a spreadsheet
- Filter data in a spreadsheet
- Apply a formula

IV. Presenting Data

- Create charts
- Format charts
- Work with illustrations
- Create PivotTables and PivotCharts
- Share Excel charts
- Save data in presentable formats

V. Appendix A: New Features in Microsoft Office Excel 2007

VII. Appendix B: Enhanced File and Compatibility Features in Microsoft Office Excel 2007