

# Microsoft Excel 2007 Training Outline (Continued)

## Beginner Level

- ▣ Relative & Absolute Referencing
- ▣ Mixed Row-Column Lock Cell Referencing
- ▣ Filtering Text/Numbers/Dates
- ▣ Edit Comments (Insert, Hide, Delete)

## Intermediate Level

- ▣ Use of AVERAGE Function
- ▣ Use of PRODUCT Function
- ▣ Use of IF Function
- ▣ Insert Table in Worksheet
- ▣ Insert Chart/Graph in Worksheet
- ▣ Use of Hyperlink

## Advance Level

# Microsoft Excel 2007 Training Manual

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## **Microsoft Excel 2007 Training Manual:**

**Microsoft Office Excel 2007 a Beginner's Guide** W. r. Mills, 2010 A training book for Microsoft Excel 2007

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Hands-on Microsoft Office Excel 2007 Basic Training Jake Thomas,2013-02-21 This book will provide the reader a jump start on learning Microsoft Office Excel 2007 This book contains illustrated examples and step by step instructions that cover such topics as the ribbon interface data tables PivotTables PivotCharts formulas and printing Upon completing this book the reader will have acquired enough knowledge to capture display and perform simple data analysis on pertinent business information using MS Office Excel 2007

*Excel 2007* Helen Dixon,2007-05-29 Many experienced users may initially find Excel 2007 rather disorientating But Excel 2007 Beyond the Manual will introduce those who are already familiar with Excel basics to more advanced features like consolidation what if analysis PivotTables sorting and filtering and some commonly used functions You ll learn how to maximize your efficiency at producing professional looking spreadsheets and charts and become competent at analyzing data using a variety of tools The book includes practical examples to illustrate advanced features It also covers new features of Excel 2007 along with ways to access old features You ll even gain timesaving tips and shortcuts

MS-OFFICE 2007 Training Guide S. Jain,2010-11 Complete guide for Step by Step Learning Quick and Easy Reference for learning MS Office 2007 Step by Step description of various commands Comprehensively covers all important features of MS Office 2007 in easy to understand manner Visual Approach to Learning MS Office 2007 Package Word 2007 Excel 2007 Access 2007 PowerPoint 2007 Outlook 2007 Index

**Create and Use Spreadsheets** ,2008 **Create and Use Simple Spreadsheets** ,2007 **Searcher** ,2009 *Open Learning Guide for Excel 2007 Advanced* Simon & Schuster,2007-08-01 This self teach manual has been specifically designed to assist the competent user in learning the advanced features of Microsoft Excel Become an expert in lookup tables charts auditing importing data macros and much more with this user friendly training package The guide is accompanied by specially created downloadable data files which help to reinforce the learning process Data files also available on CD

*The Unofficial Guide to Microsoft Office Excel 2007* Julia Kelly,Curt Simmons,2007-02-05 This title helps readers get the most from Excel 2007 s update with insider guidance and valuable tips It is ideal for Excel users looking for smart tips cool insider secrets and interesting hacks to make the most of Microsoft Excel 2007 It includes handy checklists and charts to get readers started in Excel right away It shows readers the best way to enter format and organize data use PivotTables and PivotCharts to summarize data dynamically work with charts to illustrate data points and learn how to automate common and repetitive

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