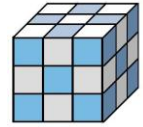


# Sofsync Limited



Software Training Development and Consultancy

## **Microsoft Excel 2007 – Introduction**

### **Contents**

- 1 Getting Started - Introducing Excel 2007
  - 1.1 The Ribbon
  - 1.2 Menus and Toolbars
  - 1.3 Organising Worksheets
  - 1.4 Entering Information
  - 1.5 Opening, Closing & Saving Documents
- 2 Working with Data
  - 2.1 Cell Contents
  - 2.2 Data Selection
  - 2.3 Sorting and Filtering Data
- 3 Formatting Data
  - 3.1 Numbers and Text
  - 3.2 Borders and Shading
- 4 Graphs
  - 4.1 The Chart Wizard
  - 4.2 Chart Formatting
- 5 Printing & Proofing
  - 5.1 Spelling & Grammar
  - 5.2 Print Options