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Session One: Basic Skills

A bad beginning makes a bad ending.

Euripides, Aegaeus (484 BC - 406 BC).

Even if you are a seasoned Excel user, I urge you to take Euripides' advice and complete this session. You'll fly through it if you already know most of the skills covered.

In my classes I often teach professionals who have used Excel for over ten years and they *always* get some nugget of fantastically useful information from this session.

In this session I teach you the absolute basics you need before you can start to do useful work with Excel 2007.

I don't assume that you have any previous exposure to Excel (in any version) so I have to include some very basic skills.

If you're moving to Excel 2007 from an earlier version this session will de-mystify Microsoft's new fluent user interface (Ribbon).

Session Objectives

By the end of this session you will be able to:

- Start Excel and check your program version
- Maximize, minimize, re-size, move and close the Excel window
- Understand the Application and Workbook windows
- Open and navigate a workbook
- Save a workbook
- Pin a document and understand file organization
- View, add, rename, delete and navigate worksheet tabs
- Use the Ribbon
- Understand Ribbon components
- Customize the Quick Access Toolbar and preview the printout
- Use the Mini Toolbar, Key Tips and keyboard shortcuts
- Understand Views
- Use full screen view
- Use the help system