

Getting Started Excel 2007 – Contents

Getting Started	Worksheets
• opening excel	• insert
• office button	• rename
• using the ribbon	• move & copy
• help	• insert a comment
• spell checker	
• saving a document	Formula & Functions
• closing a document	• excel functions
• creating a worksheet	• countblank
• templates	• percentages
• the workbook	• autosum
• the worksheet	
• cells, rows columns	Print & Layout
	• page setup
Data	• margins
• entering data	• header & footer
• editing data	• print area
• autofill handle	• page breaks
	• print preview
Rows & Columns	• printing options
• inserting	• repeating a header row
• deleting	
• row height	Data
• column width	• sorting
	• filter
Formatting	
• toolbar	
• font	
• numbers	
• alignment	
• wrap text	
• merge cells	
• borders, colours & patterns	
Editing	
• selecting text	
• more paste options	
• find & replace	
• copy, cut & paste	