

# Word and Excel 2007

The week of Dec 13-17<sup>th</sup> you will be assessed on the following skills for Word 2007 and Excel 2007. You have been given plenty of practice assignments that have touched on these skills. It is up to you to know the following:

## EXCEL 2007

- Starting the Excel program
- What is the Active Cell?
- Entering numbers and text
- Default text and number alignment
- Adding a column of numbers
- Worksheets and Workbooks
- Saving a workbook
- Closing a workbook
- Creating a new workbook
- Opening a workbook
- Switching between workbooks
- Saving a workbook using another name
- Saving workbook using a different file type

### HELP

- Getting help
- Searching for Help
- The Help 'Table of Contents'
- Printing a Help topic
- Alt key help

### USING EXCEL

#### SELECTION TECHNIQUES

- Selecting a cell
- Selecting a range of connecting cells
- Selecting a range of non-connecting cells
- Selecting the entire worksheet
- Selecting a row
- Selecting a range of connecting rows
- Selecting a range of non-connected rows
- Selecting a column
- Selecting a range of connecting columns
- Selecting a range of non-connecting columns

#### MANIPULATING ROWS AND COLUMNS

- Inserting rows into a worksheet
- Inserting columns into a worksheet
- Deleting rows within a worksheet
- Deleting columns within a worksheet
- Modifying column widths
- Modifying column widths using 'drag and drop'
- Automatically resizing the column width to fit contents
- Modifying row heights

#### COPYING, MOVING AND DELETING

- Copying the cell or range contents
- Deleting cell contents
- Moving the contents of a cell or range
- Editing cell content
- Undo and Redo
- AutoFill
- Sorting a cell range
- Searching and replacing data

### WORKSHEETS

#### MANIPULATING WORKSHEETS

- Switching between worksheets
- Renaming a worksheet
- Inserting a new worksheet
- Deleting a worksheet
- Copying a worksheet within a workbook
- Moving a worksheet within a workbook
- Copying or moving worksheets between workbooks

### FORMATTING

#### FONT FORMATTING

- Font type
- Font size
- Bold, italic, underline formatting
- Cell border formatting

- Formatting the background color
- Formatting the font color

#### ALIGNMENT FORMATTING

- Aligning contents in a cell range
- Centering a title over a cell range
- Cell orientation
- Text wrapping
- Format painter

#### NUMBER FORMATTING

- Number formatting
- Decimal point display
- Comma formatting
- Currency symbol
- Date styles
- Percentages

#### FREEZING ROW AND COLUMN TITLES

Freezing row and column titles

#### FORMULAS AND FUNCTIONS

##### FORMULAS

- Creating formulas
- Easy way to create formulas
- Copying formulas
- Operators
- Formula error messages

##### CELL REFERENCING

- Relative cell referencing within formulas
- Absolute cell referencing within formulas

##### FUNCTIONS

- What is a function?
- Common functions
- Sum function
- Average function
- Max function
- Min function
- Count function
- What are 'IF functions'?
- Using the IF function

### CHARTS

#### USING CHARTS

- Inserting a column chart
- Inserting a line chart
- Inserting a bar chart
- Inserting a pie chart
- Resizing a chart
- Deleting a chart
- Chart title or labels
- Chart background color
- Changing a column, bar, line or pie slice colors
- Changing the chart type
- Modifying Charts using the Layout tab
- Copying and moving charts within a worksheet
- Copying and moving charts between worksheets
- Copying and moving charts between workbooks

## WORD 2007:

#### THE MICROSOFT WORD 2007 SCREEN

- The Office Button, Tabs, Groups & Dialog box launcher
- Saving Microsoft Word documents
- Opening and closing documents
- Saving your file using a different file name
- Creating a new document
- Using Help within Microsoft Word

#### TEXT FORMATTING

- Font type, size, bold, italic or underline
- Subscript and superscript
- Case changing
- Highlighting and Font Color
- Copying text formatting or removing text formatting

#### MANIPULATING TEXT

- Selecting text
- Inserting, deleting, undo and redo
- Insert and overtyping mode
- Copying text within a document
- Moving (cutting) text within a document
- Using the Clipboard

#### PARAGRAPH FORMATTING

- Paragraph marks
- Soft paragraph (line break) marks
- Aligning text
- Indenting paragraphs
- Applying single or double line spacing
- Applying spacing above or below paragraphs
- Applying bullets to a list
- Numbering a list

#### ADDING BORDERS AND SHADING

- Adding a border
- Adding shading

#### FINDING AND REPLACING TEXT

- Finding text
- Replacing text

#### TABS

- Tab stops
- Setting and removing tabs

#### STYLES

- Applying styles to a word, line or a paragraph

#### PAGE FORMATTING

- Page orientation and paper size
- Page margins and breaks
- Headers and footers
- Page numbering
- Header and footer fields
- Cover pages

#### TABLES

- Inserting a table
- Navigating within a table
- Selecting and editing text within a table
- Selecting cells, rows, columns or the entire table
- Inserting and deleting rows and columns
- Modifying column width or row height
- Modifying cell borders
- Adding shading to cells
- Modifying cell border width, color and style

#### GRAPHICS

- Inserting Pictures, Clip Art, Shapes and SmartArt
- Selecting, resizing and deleting graphics
- Copying or moving graphics

#### MULTIPLE DOCUMENTS

- Switching between open documents
- Tiling or cascading documents on your screen
- Comparing documents side by side
- Copying or moving between documents

#### PROOFING AND PRINTING

- Spell checking a document
- Using built-in custom dictionaries
- Printing options
- Previewing and printing a document