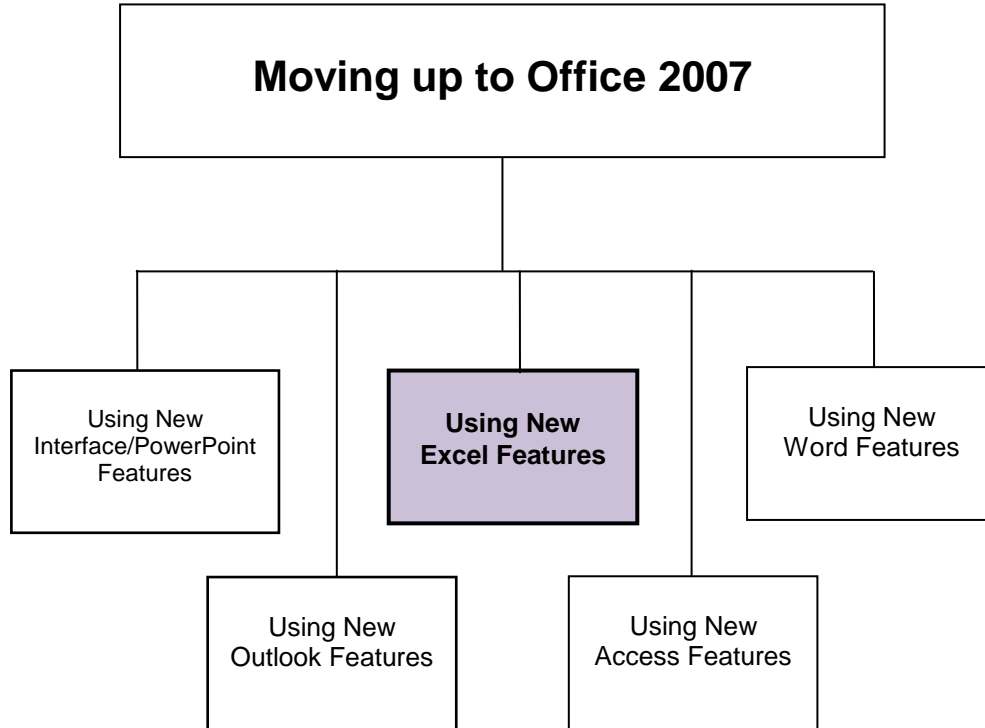


# MICROSOFT OFFICE 2007 COURSE OUTLINE



## Using New Excel Features

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### Synopsis:

This module covers the new features of Excel 2007. Topics cover getting help, and using new formatting, pivot table, table, formula, sorting and filtering, graphics and file format features, as well as exploring how the new interface affects navigation, views and other options and tasks.

### Prerequisites:

An understanding of Windows and Excel 2000

### Objectives:

- Explore new features
- Use New Help Features
- Use New Conditional Formatting Features
- Use New PivotTable Features
- Use New Table Features
- Use New Formula Features
- Use New Sort and Filtering features
- Use New Graphic Features
- Use New File Format Features

### This module includes:

#### Exploring New Excel Features

- Hiding the Ribbon Tab
- Using KeyTips
- Inserting a New Worksheet
- Freezing the Panes
- Exploring Excel Options
- Customizing the Status Bar
- Using Page Layout View
- Using the Zoom Slider

#### Using New Help Features

- Using Help
- Using Help Online Content

#### Using New Conditional Formatting Features

- Using Highlight Cell Rules
- Using Manage Rules
- Using Clear Rules
- Using Data Bars

#### Using New PivotTable Features

- Creating a PivotTable Report
- Adding PivotTable Report Fields
- Using Expand and Collapse Buttons

#### Using New Table Features

- Creating a Table
- Removing Duplicates from a Table

#### Using New Formula Features

- Using Formula AutoComplete
- Viewing New Functions

#### Using New Sort and Filtering features

- Sorting Records by Multiple Fields
- Filtering Data to Find Above Average

#### Using New Graphic Features

- Using New Chart Features
- Using SmartArt

# MICROSOFT OFFICE 2007 COURSE OUTLINE

## Using New Excel Features

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### **Using New File Format Features**

Using the Document Inspector

Marking a Document as Final

Saving to a PDF Format

Using the Compatibility Checker

Converting a File to Excel 2007 Format

Saving in a Binary Format