



TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

Introduction to MS Excel 2007 Workshop

Objective: Learn How to create a spreadsheet

1. How Excel Works:

- Excel and its functions
- Entering text and numbers
- Moving Around in the Program (Tab, Enter, Ctrl/Home, Ctrl/End, Home and Arrow keys)
- Formatting features like Microsoft Word (Underline, Bold, Italics & Centering)
- Changing column width

2. Creating a Worksheet

- Selecting a range of cells
- Merging and Centering cells for main title
- Putting borders
- Using the AutoSum button to sum a range of cells
- Print Preview
- Page Setup: Putting gridlines, centering spreadsheet vertically and horizontally, Changing orientation to landscape
- Saving a workbook in a Memory Stick

3. Expanding a Workbook

- Adding new rows and new columns
- Copying formula across worksheet
- Adding new worksheets
- Printing

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