

Getting familiar with Excel 2007

Check out Excel 2007 new design and get familiar with some of the new features

Tutorials	Description	Level
Up to speed with Excel 2007	The layout of the new design. How to accomplish everyday tasks in Excel 2007; and an introduction to the new XML file format	Beginner
Get to know Excel 2007: Create your first workbook	How to create a workbook; enter and edit text and numbers; and add rows or columns	Beginner

Videos	Description	Level
Organizing your data by using an Excel table	Overview of Excel tables. How to create or delete an Excel table. How to create, edit, or remove a calculated column. How to use structured references with Excel tables	Beginner
Merging a range of cells into a single cell	How to merge cells or split merged cells	Beginner
Inserting and deleting rows, columns, and worksheets	How to insert or delete cells, rows, and columns. How to clear cells of contents or formats. How to insert or delete a worksheet	Beginner
Hiding or unhiding rows and columns	How to hide or display rows and columns	Beginner
Freezing or unfreezing rows and columns	How to freeze or lock rows and columns	Beginner
Transposing data	How to transpose data from columns to rows and vice versa	Beginner
Spice up your text with SmartArt graphics	Learn more about SmartArt graphics. Check demo videos that will show how SmartArt can help you to create astonishing graphics for your presentation	Beginner
Drawing objects in your worksheet (by Brainstorm, Inc.)	How to insert objects (arrows, shapes, etc.) in your spreadsheet	Beginner
Inserting graphics (by Brainstorm, Inc.)	How to insert pictures in your spreadsheet	Beginner
Autofill feature (by Brainstorm, Inc.)	How to use the Autofill feature to fill in series of data such as dates and numbers automatically	Beginner
Giving data shape with conditional formatting	How to add, change, or clear conditional formats. How to manage conditional formatting rule precedence. How to find cells that have conditional formats	Intermediate
Linking Excel worksheets (by	How to reference data from other spreadsheets in yours	Intermediate

Brainstorm, Inc.)		
Tracking your changes (by Brainstorms, Inc.)	How to track the changes that have been done in a spreadsheet	Intermediate
Creating a drop-down list	How to create a drop-down list. How to insert data validation in your drop-down list	Intermediate
Creating a workbook template that uses landscape orientation by default	How to change the orientation in your spreadsheet from portrait to landscape. How to create a template that keeps this orientation for future works	Intermediate