

Microsoft Excel 2007 Essentials for Real Estate Professionals

Intended Audience: Real Estate Professionals that must use Microsoft Excel to create and/or edit spreadsheets. The “5 Big Concepts of Excel” will be stressed in this session. This class assumes little or no knowledge of Microsoft Excel.

Duration: 3 hours

Versions: Microsoft Excel 2007

Course Outline

I. Screen Layout and Navigation (50 minutes)

- A. Labeling the Excel 2007 screen
- B. Locating and using the Office Button
- C. Locating, using, and customizing the Quick Access bar
- D. Excel 2007 interface introduction
- E. Using the Ribbon bar, Tabs, Groups, and Commands
- F. Understanding and using Contextual tabs
- G. Hiding and displaying the Ribbon bar
- H. Other Office 2007 issues

II. Spreadsheet Basics (20 minutes)

- A. Entering and formatting text
- B. Entering and formatting numbers
- C. Entering and formatting dates
- D. Saving with the new Excel 2007 file format

III. Formula Basics (80 minutes)

- A. Creating formulas using Relative Cell Referencing
- B. Copying and pasting formulas
- C. Performing calculations with simple functions (sum, average, minimum)
- D. Creating formulas using Absolute Cell Referencing
- E. Using the IF function
- F. Common mistakes in formulas