1. Get familiar with Excel

Up to speed with Excel 2007
The layout of the new design, how to accomplish everyday tasks in Excel 2007, and a bit about the new XML file formats

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

Get to know Excel 2007: Enter formulas
How to enter simple formulas into worksheets, and how to make formulas update their results automatically

Learn how to figure out dates using formulas in Excel 2007
How to find the number of days between dates, or the date after a number of workdays, or the date after a number of days, months, or years

2. Create charts in Excel

Charts I: How to create a chart in Excel 2007
How to create a chart using the new Excel 2007 commands and make changes to a chart after you create it
3. Create PivotTable reports

**PivotTable I: Get started with PivotTable reports in Excel 2007**
How PivotTable reports organize, summarize, and analyze your data to reveal its meanings. How to create a PivotTable report yourself — fast!

**PivotTable II: Filter PivotTable report data in Excel 2007**
How to filter to hide and display selected data in PivotTable reports

**PivotTable III: Calculate data in PivotTable reports in Excel 2007**
Power tools: how to summarize data by using summary functions other than SUM, such as COUNT and MAX. How to show data as a percentage of the total by using a custom calculation. How to create your own formulas in PivotTable reports.

4. Share data with other people

**Share Excel data with others by exporting it to a SharePoint site**
How to export data to your SharePoint, where more than one person at a time can make revisions to the data

**Excel Services I: The basics**
What Excel Services is, and how to share data with others by publishing Excel spreadsheets to a SharePoint site based on SharePoint Server 2007 Enterprise

**Excel Services II: Requirements, recommendations, and permissions**
How SharePoint permissions can be set so that some people can edit Excel Services spreadsheets, while other can only view them

**Excel Services III: Control what people see**
How to share data in Excel services and at the same time, how to hide data that you do not want people to see

**Excel Services IV: Allow user input**
How to allow people to do calculations in Excel Services
5. Learn general Office skills

**Keyboard shortcuts in the 2007 Office system**
The brand-new look of the 2007 Microsoft Office system, with new and easier ways to use the keyboard

**Security I: How the 2007 Office system helps you to stay safer**
How to help protect your data, your computer, and yourself from risk

**Security II: Turn off the Message Bar and run code safely**
Learn how to turn off the Message Bar and its security warnings

**Security III: Sign your own macros for stronger security**
Signing your own macros will reduce the number of security warnings you see while still maintaining a high security level

**Office Open XML I: Exploring the Office Open XML Formats**
The new Office Open XML Formats, the basics of working with them, and the XML structure behind documents

**Open XML II: Editing Documents in the XML**
Learn the basics of how to edit document content and troubleshoot document issues directly in the XML

Shorter lessons (presented as PowerPoint presentations):

- Get up to speed
- Create your first workbook
- Enter formulas
- Figure out dates using formulas
- Create a chart
- Get started with PivotTable reports