

## **Excel Outline 2007 - 2010: Introduction**

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This one day course is hands-on and designed to provide participants with a solid understanding of Microsoft Excel. The class runs a day in length from 9:00 until 4:00. Included with all courses are course notes, a pad for note taking and telephone support following the class.

<b>Introduction – Level 1</b>	
<b>Creating a worksheet including:</b>	<b>Enhancing the worksheet:</b>
A look at the ribbon, Office button & terminology Adding to the Quick Access toolbars Moving around the display screen Obtaining HELP and the pop-up icons Entering words & numbers and building formulas Editing words, numbers, & formulas Clearing versus deleting cells Copying, and moving words, numbers, & formulas Formatting your numbers Adding comments	Inserting & deleting cells, columns & rows Increasing & decreasing the column width Changing the appearance of your numbers Aligning your text Saving and retrieving your work Viewing large worksheets Adding lines and shading Using the cell and table styles Adding and aligning paragraphs of text Using a theme to set your look
	<b>Miscellaneous features including:</b>
<b>Printing your work including:</b>	Exploring the FUNCTIONS
Setting print options Selecting the cells to print Setting print titles Previewing before printing Normal versus page layout and page break preview	Using the function wizard Filling in a series of values Managing worksheets in a workbook Formatting worksheet tabs Sorting and selecting from a list of data