

## Microsoft<sup>®</sup> Excel<sup>®</sup> 2007 A Hands-On Workshop

### Introducing Excel 2007 – more powerful, more streamlined, and more user-friendly than ever before!

Whether you are just beginning to use Excel, looking to upgrade your skills, or working toward a comprehensive understanding of Excel 2007's exciting features and functions, this seminar will provide the training you need to quickly and confidently build spreadsheets ... track and analyze data ... create sophisticated reports, charts, and graphs ... perform complex calculations with just a mouse click ... and much, much more. Data entry, keyboard shortcuts, printing tips, cell maneuvering, hyperlinks, embedding, macros – we'll cover it all, utilizing the latest in adult learning techniques and instructional methods.

This training was designed to deliver the solid foundation you need to “excel with Excel” – swiftly, easily, and economically. No more paging through thick manuals, sitting through time-consuming tutorials, or attending training sessions that go on for days. In one highly organized day of focused training, you will master *all* the basics of Excel 2007!

Our trainers are true Excel experts, not merely “speakers” or “seminar leaders.” As professionals in a variety of fields, they possess years of experience using Excel in real-world business settings. They'll walk you through dozens of time-saving shortcuts, clever strategies, and need-to-know techniques – all geared toward making you a more confident, capable, and knowledgeable Excel user.

### Who will benefit the most ...

- Anyone who is currently using Excel 98 – 2003 and is upgrading (or has recently upgraded) to 2007
- Anyone who would like to become more familiar with Excel's newest features, functions, and capabilities

- Beginning Excel users who need to get up to speed fast

### How we present this material ...

You'll do it yourself and see the results—making it even easier to apply the techniques when you're back at your own desk! What's more, we've designed it so that no matter what your pace of work, everyone can work in tandem.

### Key learning points ...

- On-the-mark advice about Formula and Function basics to end confusion once and for all
- Expert tips to create a worksheet framework that will accomplish your objectives: worksheets that work for you!
- Number-crunching capabilities with basic Excel functions: how to calculate averages, percentages, and much more using “built-in” predefined formulas.
- An overview of the Ribbon – Excel 2007's revolutionary new command center that makes most menus and toolbars obsolete!
- The secret to attractive, readable worksheets: 5 formatting guidelines that apply to any worksheet you produce
- Tips and tricks for error-free printing every time to make your printing woes a thing of the past!
- Pizzazz for every document as you instantly transform complex information and statistics into easy-to-understand, colorful tables, charts, and graphs
- Techniques for streamlining many of your repetitive tasks when you bring the muscle of macros into play

# Microsoft® Excel® 2007

## A Hands-On Workshop

### A Quick overview of Excel basics

- The most efficient way to access commands for any task
- Help for Help! How to find what you need in Help – without the endless searching and scrolling
- Excel Workbooks – the backbone of efficient file management

### Worksheets 101

- Guidelines for building a worksheet framework that will accomplish your objectives
- Tips for entering text and numbers – including a superquick way to cancel or confirm your entry
- The view you need – how to “zoom in” and “zoom out” of the worksheet

### Calculations and formulas

- Helpful hints that take the mystery out of Formula and Function basics
- Mathematical formulas made easy: how to subtract, multiply, or divide data
- Expert tips on Basic Excel functions for calculating averages, percentages, and much more using “built-in” predefined formulas

### Building visual power into your worksheets

- 5 formatting secrets that make any worksheet more attractive and readable
- How to control alignment, decimals, dollar signs, and more – in one easy operation
- Fonts, shading, and borders for more effective, eye-pleasing worksheets
- Print Options: a look at the many ways Excel lets you customize your printing
- Tips for adding headers, footers, and page numbers to a worksheet
- How to end strange page breaks and ensure that your titles and labels print on every page

### Adding eye-catching interest to charts and spreadsheets

- The Chart Wizard – even if you’re a total novice, how to easily produce vivid, exciting charts to accompany your data
- Techniques for inserting clip art and other graphic elements into your spreadsheets and charts
- The Shapes gallery, WordArt, SmartArt, and other design tools you can use to dress up your documents to be sure they capture attention

### Gaining speed, efficiency, and ease at every session

- Large worksheets with Split Windows – how to effortlessly view distant figures side by side
- For the mouse-hater: shortcuts that keep your hands on the keyboard
- How to automate many tasks using macros

### The new and enhanced features of Excel 2007!

- An introduction to the Ribbon – Excel 2007’s revolutionary new command center that makes most menus and toolbars obsolete
- How to use Formula AutoComplete to make it even easier to create formulas
- Total Row Options: a simpler approach to utilizing total rows
- An overview of the Cell Styles gallery and its assortment of ready-made cell styles
- Excel’s new gallery of table styles
- Conditional Formatting – a feature that lets you apply different Data Bars, Color Scales, and Icon Sets to your cell selections with just a click
- How to customize the QuickAccess Toolbar to streamline your most common tasks
- A look into the future with Live Preview, a way to preview changes to your worksheet before applying them