



Microsoft Excel 2007 Workshops

Introduction - Getting Started

Introduction	Microsoft Excel 2007 is the latest release of one of the world's leading Windows spreadsheet programmes combining worksheet, graphics and database functions with sophisticated presentation facilities.
Course aims	This intensive one-day training course is designed to let users get to grips with the main features of Microsoft Excel 2007, including a thorough treatment of the new 'Ribbon' interface. It is entirely 'hands on', so those attending will get practice in creating and modifying actual spreadsheets.
Objectives	To expand your knowledge and gain confidence in using Excel.
Designed for	The course is intended for new users of Microsoft Excel 2007 who want to become productive in the shortest possible time. Delegates should be proficient in using a PC with the Microsoft Windows operating system, but no prior experience with Excel is required.
Duration	One day training course
Topics	The menu system and dialog boxes The Excel screen layout Office Assist interactive help Creating and saving spreadsheets New Workbook task pane Entering data Selecting cells Cut, Copy and Paste Clipboard task pane Cell fonts and colours Cell borders and shading Introduction to "=" functions Basic "What-if" techniques Absolute cell references The Chart Wizard Enhancing charts – legends and titles Previewing options Printing options – page orientation and scaling
Follow up	Word 2007 or PowerPoint 2007 Introduction courses (1 day) Excel 2007 Intermediate course (1 day)
Cost	£185 + vat per person (maximum 8 persons per course – inclusive of lunch)

For further information call

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