



LIVE SEMINAR

Microsoft® Excel®- Basics

A one-day seminar for beginning to intermediate users



THIS SEMINAR AT A GLANCE:

Learn how to set up Excel to meet your personal needs at work or at home and customize its many features so it works for you!

- 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’s revolutionary new command center that makes most menus and toolbars obsolete!
- The secret to attractive, readable worksheets: Five 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 – Basics

S E M I N A R S U M M A R Y



Microsoft Excel — 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'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!

Who will benefit the most:

- 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

PROGRAM AGENDA

Take a quick tour of Excel basics!

- Shortcut menus: the most efficient ways to access commands for any task
- Help for Help! How to find what you need in Help without endless searching and scrolling
- How to select cells or ranges of cells — two methods to choose from
- Excel Workbooks: the backbone to efficient file management
- How to find a single file or a particular workbook in record time

Build a worksheet from the ground up

- What to consider before you create a worksheet — expert advice on building a worksheet framework that will accomplish your objectives
- Tips for entering text and numbers and a super-quick way to cancel or confirm
- Ways to copy and move data without anxiety
- The view you need — how to zoom in or zoom out of the worksheet
- When titles and labels keep moving out of view: techniques to freeze them in place while you move around your worksheet

Harness the real power behind the numbers

- Formula and Function basics — on-the-mark advice to end confusion once and for all
- Mathematical formulas made easy: how to subtract, multiply or divide data
- Basic Excel functions that let you calculate averages, percentage and much more using built-in predefined formulas

Learn the techniques for producing visually exciting worksheets!

- The secrets to attractive, readable worksheets: five formatting guidelines to apply to any worksheet you produce
- How to control alignment, decimals, dollar signs and more — in one easy operation
- Fonts, shading and borders that increase the readability and attractiveness of your worksheet

Get the output you want without trial-and-error printing

- Print Options: the many choices Excel gives you to customize your printing. Plus, how to add headers, footers and page numbers to a worksheet
- No more strange page breaks — how to set manual page breaks and ensure your titles and labels print on every page

Add impact and visual punch to your data!

- An easy-to-understand glossary of terms used in charting and graphing data
- The Chart Wizard — how to easily produce vivid, exciting charts to accompany your data, even if you're a total novice
- Where to actually put your chart: all about embedded charts, separate charts and chart sheets within a workbook

Gain speed, efficiency and ease at every session!

- Large worksheets with Split Windows — the best way to effortlessly view distant figures side by side
- For mouse-haters: a quick guide to shortcuts to keep your hands on the keyboard
- An end to macro mystery — how you can automate many tasks using macros

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