

Pre-Registration

Date:

Name:

Company:

Address:

Phone:

E-Mail:

The fee for the training workshop is \$75 and must be paid in advance*.

Yes, Sign me up! Enclosed is my check or money order for \$75

***Must give a 24 hour notice for cancellation. No refunds if cancellation is less than 24 hours prior to day of class.**

***Make checks payable to:**

CAC of Pike County

Please mail or fax the completed form to:



941 Market Street
Piketon, Ohio 45661
Phone: 740.289.2371
Toll Free: 1.866.820.1185
FAX: 740-289-4291
www.pikecac.org/BD

941 Market Street, P. O. Box 799
Piketon, Ohio 45661



Microsoft Office Excel 2007: Level I Training Workshop



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Microsoft Office Excel 2007: Level I Training Workshop

The Microsoft Excel 2007: Level I Training Workshop is a hands-on course, that teaches participants how to explore the Microsoft® Office Excel® 2007 environment and create a basic worksheet, perform calculations, modify and format a worksheet, print workbook contents, and manage large workbooks.

Prerequisite: Must be familiar with using personal computers and word processing. You should be comfortable navigating in a Windows environment including managing files and folders.

Training Curriculum

- Explore the User Interface and the Ribbon.
- Navigate and Select in Excel.
- Obtain Help.
- Enter Data and Save a Workbook.
- Customize the Quick Access Toolbar.
- Create Basic Formulas.
- Calculate with Functions.
- Copy Formulas and Functions.

- Manipulate Data
- Insert and Delete Cells, Columns, and Rows
- Search for Data in a Worksheet
- Spell Check a Worksheet
- Modify Fonts
- Add Borders and Color to Cells
- Change Column Width and Row Height
- Apply Number Formats
- Position Cell Contents
- Apply Cell Styles
- Print Workbook Contents Using Default Print Options
- Set Print Options
- Set Page Breaks
- Format Worksheet Tabs
- Manage Worksheets in a Workbook
- Manage the View of Large Worksheets

WHEN / TIME:

December 14th, 2011

8:30 a.m.— 4:30 p.m.

***Lunch Provided!**

WHERE:

Ohio State University
Endeavor Center

1864 Shyville Road
Piketon, Ohio 45661

FEE: \$75



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