

**SYSTEMETRICS
HANDS-ON, PERSONAL
COMPUTER SEMINAR**

**Introduction to
Microsoft Excel
2007 - 2010**

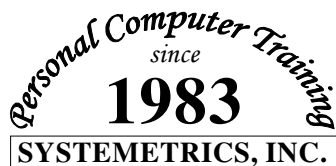
Duration: 1 day (6 hours)

Prerequisite(s): Familiarity with the Windows environment and using a mouse.

Environment: Microsoft Windows

Version(s): Excel 2007 or 2010. *Not applicable to earlier versions of Excel.*

Support: Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in Excel.



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Who Should Take This Seminar: *Introduction to Microsoft Excel 2007 - 2010* is designed to acquaint students with Microsoft's popular electronic spreadsheet. This seminar applies specifically to Excel 2007 and Excel 2010 and should not be taken by students using previous versions of Excel. No previous spreadsheet knowledge is necessary. Upon completion of this seminar the student will be able to create and edit workbooks incorporating numeric, text and formula entries, adjust the appearance of the workbook, chart workbook data, and print the workbook and/or chart. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200, extension 121.

Seminar Outline

I. Excel Basics

- A. Understanding the parts of the Excel screen
- B. Understanding an Excel workbook
- C. Moving around in the workbook
- D. Using Ribbons, Shortcut Menus, Shortcut Keys, and the Quick Access and Quick Format toolbars

II. Creating An Excel Spreadsheet

- A. Making entries into the workbook (numbers, text, and formulas)
- B. Changing and editing entries
- C. Modifying the display of information
- D. Adjusting column widths and row heights
- E. Aligning content in cells
- F. Using number formats (currency, commas, percents, decimals, etc.)
- G. Using the Sum button
- H. Copying formulas, numbers, and text
- I. Modifying Normal style
- J. Working with range names
- K. Saving and opening spreadsheets
- L. Enhancing the appearance of the spreadsheet

III. Making The Spreadsheet Work Harder And Faster

- A. Using the "Autos": AutoCorrect, AutoComplete, AutoFill, AutoCalculate
- B. Copying groups of formulas, numbers, and text
- C. Using relative versus absolute cell addressing
- D. Naming areas of the spreadsheet
- E. Using multiple sheets to organize information
- F. Applying basic conditional formats with data bars
- G. Working with multiple windows

IV. Printing With Excel

- A. Creating headers and footers
- B. Setting page orientation and margins
- C. Scaling the print out
- D. Quick Print versus Print

V. Creating Excel Charts And Graphs

- A. Inserting charts
- B. Modifying a chart