Training Center Location	10801 Lomas Blvd NE, Suite 102
Mailing Address	PO Box 36317 Albuquerque, NM 87176
Phone:	505-884-9605

Microsoft Excel Introduction

COURSE DESCRIPTION

Microsoft Excel is a powerful yet easy to use spreadsheet with excellent calculating and charting capabilities. The student will set up several simple applications in this class to emphasize the basic commands, keystrokes, calculations, and methods of spreadsheet design in Excel. In order that each participant is able to use a computer the class size is limited.
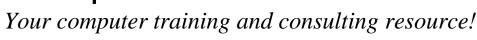
SPECIFIC TOPICS COVERED

Entering data into a worksheet
Cutting, copying and pasting
Fonts, alignment, and numeric formats
Borders and shading
Inserting and deleting rows and columns
Basic formulas
Introduction to functions
Spell checking and AutoCorrect
Searching and replacing
Saving and retrieving files
Printing worksheets
Creating and printing charts
Introduction to Excel databases/lists
Simple templates

CLASS DAYS

This class is scheduled over a two-day period.

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Microsoft Excel Intermediate

COURSE DESCRIPTION

Microsoft Excel is a spreadsheet program that has many capabilities that make it a useful accounting and budgeting tool. This class is designed to teach the student these capabilities. This course is for the Excel user who wants to take an in-depth look at template and application design methods as well as the printing and graphing capabilities of the package. The functions used with databases, and the integration capabilities of Excel will be focused on. Each student will receive a disk containing templates and macros developed in the class. In order that each participant is able to use a computer the class size is limited.

SPECIFIC TOPICS COVERED

Absolute references
Complex functions
Working with multiple sheets
Linking sheets in a workbook
Linking workbooks
Using a databases: External & Excel lists
Advanced graphics and charts
Creating and using templates
Integrating Excel with other programs
Using an Excel workbook as a form
Simple macros

CLASS DAYS

This class is scheduled over a three-day period.

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