

Training Center Location  
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## Forms in Microsoft Excel

### COURSE DESCRIPTION

Microsoft Excel is a high-end word processor and a capable publisher. This class will teach the student how to create professional looking forms using Microsoft Excel's form design features. The principles of design and layout of forms will be discussed as well as automating forms with buttons. Creating, using, and working with templates will also be discussed. Each student will receive a disk containing the forms created in the class. The students will also be encouraged to bring their own forms to work on. In order that each participant is able to use a computer the class size is limited.

### SPECIFIC TOPICS COVERED

- Setting fonts, types, and sizes
- Adding lines and boxes to text
- Setting margins, justifications, and indentations in cells
- Using tabs
- Merging, centering, and splitting cells
- Complex tables with formulas and functions
- Creating and applying templates
- Using styles
- Text boxes
- Graphics
- Check boxes
- Drop down lists
- Option buttons

### CLASS DAYS

This class is scheduled over a two-day period.

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