

Microsoft Excel 2007



Skills for Change
Diversity at Work™

TechSkills offers only instructor-led classes. Our classes are limited in size so you have more hands-on interaction with the instructor. We provide experienced instructors, quality training materials and competitive pricing.

You will learn the basics of Microsoft Excel to Intermediate; The spreadsheet software is one module of the Microsoft Office Suite. It is used to create professional looking documents for personal or business use.

Course Content

Basics to intermediate of **Microsoft Excel 2007**; starting excel; Getting to know the excel window the ribbon, the mini bar, and the context menu; Navigating through a worksheet; Entering cell data - labels, values, autofill; Editing cell contents; Selecting cells; Moving, copying, deleting cells / cell content; Working with rows /columns; Selecting and naming a worksheet; Formatting text and numbers - display, color, alignment, background, borders, autoformat; Creating a simple formula; Editing a formula; Performing calculations using functions - Sum(), Min(), Max(), Average(), Now(); Creating a chart; Editing a chart; Setting up the page; Previewing and printing a worksheet; Managing workbooks; More functions - IF(), AND(), OR(), VLOOKUP().

Pre-requisites

- Windows Experience
- Canadian Language Benchmark 5-7

Certificate offered

Participants receive a certificate of completion

Registration

Register in person, or online at www.skillsforchange.org/techskills/register

More information

Please call 905-595-1679 ext. 0

Start Date	Day of the Week							Location	
	S	M	T	W	T	F	S	Toronto	Brampton
February 22		✓	✓	✓					✓
Time	Weeks		Hours		Fee				
10:00am- 3:00pm	1		15		\$100				

TechSkills
AFFORDABLE TRAINING

Toronto
791 St. Clair Avenue West

Brampton
21 Nelson Street West

www.skillsforchange.org/techskills