

# Microsoft Excel 2007



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*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](http://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 |
| November 15     |                 | ✓     | ✓     | ✓ |   |   |   |          | ✓        |
| Time            | Weeks           | Hours | Fee   |   |   |   |   |          |          |
| 10:00am- 3:00pm | 1               | 15    | \$100 |   |   |   |   |          |          |

**TechSkills**  
AFFORDABLE TRAINING

Toronto  
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