The Office Wiz
Training, Consulting and Support Services

(303) 330-0565
Theofficewiz@prodigy.net
www.theofficewiz.biz

COURSE DESCRIPTION FOR
MICROSOFT® OFFICE EXCEL®:
THE ESSENTIAL EDITING TECHNIQUES*

Come discover all the essential editing techniques in Excel. We'll cover the basics of copying, cutting and pasting, inserting and deleting columns, rows and cells and the power of Excel's Search and Replace feature. You'll also pick up valuable shortcuts and tricks to speed up your editing time.

LENGTH

One 1 hour session.

PREREQUISITES

You need some experience with Excel. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

NECESSARY SOFTWARE AND HARDWARE

For specific software and hardware requirements, refer to the Level 1 class description for your version of Excel. Basically you need a computer running Windows and Excel with a mouse and a keyboard.

OTHER EXCEL CLASSES

- Microsoft Office Excel 2010: Transition from Excel 2003
- Level 1
- Level 2
- Level 3
- Formulas: Doing The Math
- Jazzing Up Spreadsheets (Part 1)
- Jazzing Up Spreadsheets (Part 2)
- The Ins and Outs of Layout and Printing
- Troubleshooting Printing Problems

*Actual content may vary depending on the version of Microsoft Excel.
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