



The Office Wiz
Training, Consulting and Support Services

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**COURSE DESCRIPTION FOR
MICROSOFT® OFFICE EXCEL®:
THE INS AND OUTS OF LAYOUT & PRINTING***

In this power-packed hour, you'll learn the essential techniques to print professional looking spreadsheets. We'll cover the gamut—headers, footers, page breaks and layout as well as valuable need-to-know tips for printing. If you use Excel, you cannot afford to miss this session. You'll save hours and hours of frustration and paper!

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
- The Essential Editing Techniques
- Formulas: Doing The Math
- Getting Started
- Jazzing Up Spreadsheets (Part 1)
- Jazzing Up Spreadsheets (Part 2)
- Troubleshooting Printing Problems

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

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