



The Office Wiz Training, Consulting and Support Services

(303) 330-0565

Theofficewiz@prodigy.net

www.theofficewiz.biz

COURSE DESCRIPTION FOR MICROSOFT® OFFICE EXCEL®: GETTING STARTED*

Number crunching doesn't have to be painful. Let Excel do the work for you. In this introduction, you'll learn the critical skills you need to start working with electronic spreadsheets. You'll see how to create new documents, edit them, navigation tricks and how to get help. This class is a must for any new Excel user!

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
- 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.

© The Office Wiz