



# The Office Wiz Training, Consulting and Support Services

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## **COURSE DESCRIPTION FOR MICROSOFT® OFFICE EXCEL®: JAZZING UP SPREADSHEETS (FORMATTING-PART 1)\***

Are your spreadsheets readable and easy on the eyes? Come spend an hour in this informative and fun class, and learn how to take your spreadsheets from ordinary to spectacular. All the basic formatting techniques are covered—controlling how numbers appear, applying borders, patterns and colors, merging cells, as well as valuable tricks for working with text.

### **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
- The Ins and Outs of Layout and Printing
- Troubleshooting Printing Problems
- Jazzing Up Spreadsheets (Part 2)

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

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