



The Office Wiz  
Training, Consulting and Support Services

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**COURSE DESCRIPTION FOR  
MICROSOFT® OFFICE EXCEL®:  
JAZZING UP SPREADSHEETS (FORMATTING-PART 2)\***

The formatting festival continues. In the second session, you will master such time savers as styles, the format painter, auto formatting as well as search and replace. You will also see how to adjust row height, resize columns and hide information.

**LENGTH**

One 1 hour session.

**PREREQUISITES**

*Microsoft Excel: Jazzing Up Spreadsheets (Formatting-Part 1).* 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

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

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