

<b>Course</b>	<b>Excel Introduction – The Basics</b>
<b>Length</b>	Three hours
<b>Audience/ Synopsis</b>	For anyone new to spreadsheets or for those who need a refresher of the basics. Participants will learn how to build a worksheet from beginning to end. Discover the easiest ways to enter data, change data, format your worksheets, save and print them.
<b>Prerequisites</b>	Participants must have Windows experience. Knowledge of file management is recommended.
<b>Topics</b>	<p><b><i>Module 1: Worksheet Basics</i></b></p> <ul style="list-style-type: none"><li>◆ Overview – Excel 2007 Window &amp; Tools, including: Ribbon, Quick Access Toolbar, Excel Default options</li><li>◆ Worksheet terminology &amp; basic information</li><li>◆ Data entry tips</li><li>◆ Editing data</li><li>◆ Saving a Workbook</li></ul> <p><b><i>Module 2: Formatting Techniques</i></b></p> <ul style="list-style-type: none"><li>◆ Formatting text</li><li>◆ Formatting numbers</li><li>◆ Changing columns and rows</li><li>◆ Insert and delete columns and rows</li></ul> <p><b><i>Module 3: Distribution Best Practices</i></b></p> <ul style="list-style-type: none"><li>◆ Print Preview</li><li>◆ Page setup options</li><li>◆ Printing options</li><li>◆ Fit to one page: Margins, Scaling</li><li>◆ Repeat header row/ Print titles</li></ul> <p><b><i>Module 4: Page Layout and Distribution</i></b></p> <ul style="list-style-type: none"><li>◆ Print Preview &amp; Printing options</li><li>◆ Page setup options</li><li>◆ Save &amp; Send – New file formats (XLSX, PDF) &amp; Compatibility</li></ul> <p><b><i>Module 5: Basic Formulas</i></b></p> <ul style="list-style-type: none"><li>◆ Understanding formulas</li><li>◆ How to create basic formulas</li></ul>