

## **The most practical Excel Classes in New York City**

*By New York Interactive Media*

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*Excel Training Classes & Corporate Excel/VBA Courses in New York City, New Jersey and NYC Metropolitan area.*

New York Interactive Media offers the most complete EXCEL training in NYC. We teach both Excel 2003 classes and Excel 2007 classes. Whether it's Excel for Business for administrative needs, Advanced Excel classes for the professional analyzing large amounts of data, or Excel for the Financial Industry, our Excel training will give you the skills you need to save time and money. For more information, click on the Excel group class links above, call 718.795.3608 or email us.

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- \* Custom Private Training
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- \* Excel Resources for Beginners

Class Type:

- \* Can retake the class, for free, up to 3 months.
- \* Free forum support for 1 year after class
- \* Hands on, goal based
- \* Small Classes of 4 to 9 people
- \* Fast computers
- \* Comfortable chairs, convenient location
- \* Patient, Fun, Experienced Trainer

When you are finished with this class you will be able to:

- \* Create and manipulate advanced charts
- \* Understand how to manage Excel databases
- \* Create complex formulas
- \* Format text and numbers
- \* Efficiently maneuver around Excel
- \* Understand how to use any predefined functions
- \* Feel confident when printing large spreadsheets

Examples of people who will benefit greatly from this class:

- \* Those seeking to feel comfortable with most Excel office tasks

- \* Those looking to interview for positions that require up to an intermediate level of Excel

## Materials

- \* Detailed reference sheet of everything covered
- \* Multiple XLS and XLT examples for in class and after class
- \* Shortcut sheet
- \* Resource sheet

## Course Outline

### Lesson 1-Introduction: Navigation and Entering Data

Excel's Purpose

Saving Files

The Excel Application Workspace

Getting Familiar with Your Workspace

Changing the Default Options

Always Showing Full Menus

Adding/Removing Toolbars

Moving Toolbars

Navigating Within a Workshet

Navigating Between Worksheets

Selecting Range of Cells

Entering Data

Editng Data

Deleting Data

Moving and Copying Data using the Mouse

Moving and Copying Data Using Cut, Copy and Paste

Paste Special Options

Data Series and The AutoFill Handle

Using Auto-fill

### Lesson 2-Creating Content

Creating formulas

Common Operators

Using Functions

Using Relative and Absolute Cell Addressing

Creating 3-D Formulas (optional)

### Lesson 3-Formatting

Fonts, Font Sizes, Font Styles, and Font Colors

Alignment

Indenting text

Sizing Rows and Columns

Wrapping Text in a Cell

Centering Text across cells

Formatting Values

Borders

The Format Painter

Conditional Formats

Lesson 4- Databases

Sorting

Forms

Adding and Autofilter

Subtotals

Lesson 5-Printing & Workbook Management

Controlling Output: The page setup Command

Force a Page Break

Workbook Management

Viewing Data and Worksheet Management

Lesson 6-Charts

Creating a Chart

Parts of the Chart

Modifying a Chart

Common Changes

Using Pie Charts

Adding a Secondary Value Axis (optional)

Adding Trendlines (optional)

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