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Conveniently located at

1 Union Square West, Suite 903

Southwest Corner of Union Square- NYC,

Excel for Business 2003

Class Type:

- “Free Retakes for Life!” of that version
- Any Upgraded version of the class is offered at 75% off Original Price!
- Manual to keep w/ access to student files
- Access to Online Video Training Tutorials (NEW!)
- Free forum support for after class
- Mousepad with shortcuts to keep
- Hands on, goal based
- Small Classes of 3 to 6 people
- Fast NEW computers! (Windows w/ 8GB of ram or MacBook Pros)
- Comfortable chairs, convenient location
- Patient, Fun, Experienced Trainer

We provide coffee, tea, waterWhen you are finished with this class you will be able to:

- Create and manipulate charts
- Format text and numbers
- Effectively maneuver around Excel
- Feel confident when printing large spreadsheets
- Understand how to manage Excel databases

Examples of people who will benefit greatly from this class:

- Those seeking to feel comfortable with most Excel office task
- Those looking to interview for positions that require up to an intermediate level of Excel

Materials included

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

(718) 795-3608

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 Worksheet
Navigating Between Worksheets
Selecting Range of Cells
Entering Data
Editing 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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