

## **Excel for Business 2007 Training Course Updated**

*By Excel Training NYC*

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*NYIM has updated their Excel for Business 2007 Course for New York City.*

NYIM is rated the highest training facility in NYC. Experience the difference when a company cares about your learning and takes all the steps before, during and after the training.

### 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

Watch a short video of the benefits of NYIM

[http://www.youtube.com/watch?v=GneNC\\_rM2cw](http://www.youtube.com/watch?v=GneNC_rM2cw)

### 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

What you can do with Excel

Cell and Row structure

Creating an efficient Excel workspace

Quickly entering data using Auto-fill

Auto-entries

Moving Data

## Paste Special

### Lesson 2

Creating formulas manually

Creating formulas using paste functions and auto functions

SUM, AVERAGE, COUNT, MINIMUM, MAXIMUM, STANDARD DEVIATION

Understanding how to use hundreds of predefined functions

### Lesson 3

Absolute References and why they are crucial to you

### Solo Project

Monthly global allocation

### Lesson 4- Formatting

Alignment

Size

Direction

Format types

Borders

Cell width and height

Merging cells

### Lesson 5- Advanced Formatting

Custom formatting

Conditional Formatting

### Lesson 6- Charting

Quick and dirty charting when you are in a rush

Advanced data series charting

Chart types and when to use them

Controlling every aspect of chart formatting such as color, axis scales, 3-D views, etc

### Lesson 7- Databases

How to properly set up an Excel Database to ensure accurate information

Auto-filtering

Sorting the database

Subtotals

Freezing Rows for easy viewing

### Solo Project

Database creating and sorting

### Lesson 8- Printing

Setting print area

Using the Page Break Preview

Page Orientation

Repeating heading rows

Adding headers and footers to your printing area

Controlling the annoying “blank pages” and the “stray column” printing problem

Printing areas that are not next to each other

Lesson 9

Where to find answers to more complex Excel problems

Books we have found helpful

Download PDF

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