



INVEST IN YOURSELF NOW! COMPUTER CLASSES THROUGH CHESTER COUNTY NIGHT SCHOOL

MICROSOFT EXCEL 2007: Introduction, Intermediate, or Advanced

EXCEL 2007 LEVEL 1 INTRODUCTION

Course No. CO370B **Date: Fri. May 7**
Course No. MCO370 **Date: Fri. June 11**
Time: 9 am – 4 pm
Location: Springhouse Computers/Exton
Fee: \$195

Course Outline

Lesson 1: Getting Started

Learning spreadsheet technology; Exploring the Excel window; Getting Help; Navigating workbooks

Lesson 2: Entering and Editing Text

Entering and editing text and values; Entering and editing formulas; Working with pictures; Saving and updating workbooks

Lesson 3: Modifying a Worksheet

Moving and copying data; Moving and copying formulas; Absolute and relative references; Inserting and deleting ranges, rows, and columns

Lesson 4: Using Functions

Entering functions; Using AutoSum; Other useful functions

Lesson 5: Formatting Worksheets

Formatting text; Formatting rows and columns; Formatting numbers; Using Conditional formatting; Copying formats and applying table formats

Lesson 6: Printing

Preparing to print; Configuring Page Setup options; Printing worksheets

Lesson 7: Creating Charts

Creating basic chart; Modifying charts; Printing charts

Lesson 8: Managing Large Workbooks

Viewing large worksheets; Printing large worksheets; Using multiple worksheets

EXCEL 2007 LEVEL 2 INTERMEDIATE

Course No. CO371B **Date: Fri. May 21**
Course No. MCO371B **Date: Tues. June 29**
Time: 9 am – 4 pm
Location: Springhouse Computers/Exton
Fee: \$195

Course Outline

Lesson 1: Using Multiple Workbooks

Using multiple workbooks; Linking worksheets with 3-D formulas; Linking workbooks; Managing workbooks

Lesson 2: Advanced Formatting

Using special number formats; Using functions to format text; Working with styles; Working with themes; Other advanced formatting

Lesson 3: Outlining and Subtotaling

Outlining and consolidating data; Creating subtotals

Lesson 4: Cell and Range Names

Creating and using names; Managing names

Lesson 5: Lists and Tables

Examining lists; Sorting and filtering lists; Advanced filtering; Working with tables

Lesson 6: Web and Internet Features

Saving workbooks as a Web page; Using hyperlinks; Distributing workbooks

Lesson 7: Advanced Charting

Formatting chart options; Creating combination charts; Using graphic elements

Lesson 8: Document and Auditing

Auditing features; Inserting comments in cells and workbooks; Protecting workbooks; Using workgroup collaboration

Lesson 9: Templates and Settings

Adjusting application settings; Using built-in templates; Creating and managing templates

MICROSOFT EXCEL 2007: INTRO, INTERMEDIATE, OR ADVANCED – cont.

EXCEL 2007 LEVEL 3 ADVANCED

Course No. CO373
Date: Wed. May 12
Time: 9 am – 4 pm
Location: Springhouse Computers/Exton
Fee: \$195

Course Outline

Lesson 1: Advanced Functions

Creating logical functions; Using math and statistical functions; Using financial functions; Displaying and printing formulas

Lesson 2: Lookup and Data Tables

Using lookup functions; Using MATCH and INDEX; Creating data tables

Lesson 3: Advanced List Management

Validating cell entries; Exploring database functions

Lesson 4: PivotTables and PivotCharts

Working with PivotTables; Rearranging PivotTables; Formatting PivotTables; Creating PivotCharts

Lesson 5: Exporting and Importing

Exporting and importing text files; Exporting and importing XML files; Querying external database

Lesson 6: Analytical Options

Using Goal Seek and Solver; Using the Analysis ToolPak; Working with Scenarios; Creating Views

Lesson 7: Macros and Custom Functions

Running and recording a macro; Working with VBA code; Creating functions

Lesson 8: Conditional Formatting and SmartArt

Conditional formatting with graphics; Using SmartArt graphics

REGISTER NOW!

**Call Chester County Night School:
610-692-1964**

**Or register online at:
www.chestercountynightschool.org**

*Classes are held at:
Springhouse Computer Corp.
Eagleview Corporate Center
770 Pennsylvania Ave., Ste. 120
Exton, PA 19341*

Please Note: As a priority partner with Springhouse, we offer these great rates on many Springhouse classes ... but to qualify, you must register through **Chester County Night School.**

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