

Information Technology and Computer Skills Training

EXCEL 2007 - INTRODUCTION

Where: Jefferson City, 1738 E Elm Lower Level


Time: 8:00 a.m. - 4:00 p.m.

Investment: \$125.00

Course Content

Learners who attend this introductory workshop will receive information to:

- Create an Excel 2007 Workbook
- Become familiar with the Excel 2007 Screen and the Excel Ribbon
- Access Help and Maintenance functions
- Use the cursor to activate and move a Cell
- Select a range of Cells in a Workbook
- Enter data into a Worksheet
- Perform calculations
- Manage and format Worksheets and Workbook information
- Format Cells using the Excel Ribbon
- Format Cells using the Format Cells Dialog Box
- Create and work with Charts



**Visit our website
to find other
technical and
computer training
programs.**

www.training.oa.mo.gov