



CenterPoint Solution, LLC

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MICROSOFT® EXCEL® - BEGINNING LEVEL 2007

Course Description:

In this course, you will use Microsoft® Office® Excel® 2007 to manage, edit, and print data.

Who Should Take This Course:

This course is designed for people who desire to gain the skills necessary to create, edit, format, and print basic Microsoft® Office® Excel® 2007 worksheets.

Achieved Results:

You will create and edit basic Microsoft® Office® Excel® 2007 worksheets and workbooks.

Course Outline:

- Explore the Microsoft® Excel® 2007 environment and create a basic worksheet
- Perform calculations
- Modify a worksheet
- Format a worksheet
- Print workbook contents
- Manage large workbooks