

# Master Excel 2007 for Your Business

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## Why Office 2007?

Many businesses are finding that they are upgrading their Office suite to 2007 either due to a decision by the IT department or by a need to buy new hardware and therefore corresponding new software. The immediate reaction of new users to Office 2007 is one of horror and 'where has that button gone'. Users then tend to use those bits of Office that they used to use without exploring any of the new features or finding easier ways of doing things. This course will take you around Excel 2007 and help you to understand how you can benefit from the new features, save time and make your life easier.

## What is Covered?

We talk to you first to see how you would like to use Excel 2007 in your business. We may ask you to carry out an initial assessment to ensure that we understand what you already know and what you need to learn.

Normally, the following will be covered at a minimum:

- Understand how the ribbon is structured; use the quick access toolbar for your commonly used buttons.
- Analyse your data using conditional formatting, filters, sorting, group / outline
- Data validation to ensure accurate data entry
- What if / goal seek scenarios
- Pivot tables to analyse data in different ways
- Graphs and charts
- Format spreadsheets with borders, page layout, styles

## What Happens?

The package consists of a series of 4 one - to - one hour long sessions with your trainer. You will together discuss your business by phone, discuss how you currently use Excel 2007 and what you would like to be able to do. Using an online classroom, you can share your screen with your trainer, so support and instruction can be given in real time. You will be provided with exercises to practice the new skills and you have the opportunity to change your own documents if you would like. You will be given "How To .... Excel 2007" guides after the sessions and exercises will be available to complete between sessions to reinforce your learning.

Up to 1 hours of ad hoc support will be available for 3 months following the final session.

## Cost?

The cost of the package is £240 including a headset, handouts, support and exercises.

## Interested?

To book your package, please contact

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