



```
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
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}
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H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
LI.MsoNormal {
MARGIN: 0in 0in 0pt; FONT-FAMILY: "Times New Roman","serif"; FONT-SIZE: 12pt; mso-style-parent: ""
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
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H2 {
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FONT-WEIGHT: normal
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}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
}
.clearfix {
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}
.auto-style1 {
  text-align: left;
  border-width: 1px;
}
.auto-style2 {
  text-align: center;
}
```

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- â€¢ Step-by-step training manual with exercise link
- â€¢ Certificate of completion
  
- â€¢ Onsite Training available
- â€¢ Class can be customized to suit your needs
- â€¢ Private one-on-one classes are available

Listed below are our standard Course Outlines.

Each course is instructor led hands-on classroom-training using step-by-step student manual and exercises.

Microsoft  
Excel 2007 - Training Classes in Houston, Texas

Microsoft Excel 2007: Level  
1

Training Course Content

Lesson 1: Creating a Basic  
Worksheet

Topic 1A:  
Explore the User Interface and the  
Ribbon

Topic 1B: Navigate and Select  
in Excel

Topic 1C: Obtain Help

Topic 1D: Enter Data and Save a Workbook

Topic 1E: Customize the Quick Access  
Toolbar

Lesson 2:  
Performing Calculations

Topic 2A: Create Basic Formulas

Topic  
2B: Calculate with Functions

Topic  
2C: Copy Formulas and Functions

Lesson 3: Modifying a Worksheet

Topic 3A: Manipulate Data

Topic 3B: Insert and Delete Cells,  
Columns, and Rows

Topic 3C: Search  
for Data in a Worksheet

Topic 3D:  
Spell Check a Worksheet

Lesson 4: Formatting a Worksheet

Topic 4A: Modify Fonts

Topic 4B: Add Borders and Color to Cells

Topic 4C: Change Column Width and Row  
Height

Topic 4D: Apply Number Formats

Topic 4E: Position Cell Contents

Topic 4F: Apply Cell Styles

Lesson 5: Printing Workbook  
Contents

Topic 5A: Print  
Workbook Contents Using Default Print  
Options

Topic 5B: Set Print Options

Topic 5C: Set Page Breaks

## Lesson 6: Managing Large Workbooks

Topic 6A:  
Format Worksheet Tabs

Topic 6B:  
Manage Worksheets in a Workbook

Topic  
6C: Manage the View of Large Worksheets

## Microsoft Excel 2007: Level 2

### Training Course Content

#### Lesson 1: Calculating Data with Advanced Formulas

Topic  
1A: Manage Cell and Range Names

Topic  
1B: Calculate Data Across Worksheets

Topic 1C: Use Specialized Functions

Topic 1D: Analyze Data with Logical and Lookup Functions

#### Lesson 2: Organizing Worksheet and Table Data

Topic 2A: Create and Modify Tables

Topic 2B: Format Tables

Topic 2C: Sort or Filter Worksheet or Table Data

Topic 2D: Calculate Data in a Table or Worksheet

## Lesson 3: Presenting Data Using Charts

Topic 3A: Create a Chart

Topic 3B: Modify Charts

Topic 3C:  
Format Charts

Lesson 4:  
Analyzing Data Using PivotTables and  
PivotCharts

Topic 4A:  
Create a PivotTable Report

Topic 4B:  
Analyze Data Using PivotCharts

Lesson 5: Inserting Graphic  
Objects

Topic 5A: Insert  
and Modify Pictures and ClipArt

Topic  
5B: Draw and Modify Shapes

Topic 5C:  
Illustrate Workflow Using SmartArt  
Graphics

Topic 5D: Layer and Group  
Graphic Objects

Lesson 6:  
Customizing and Enhancing Workbooks &  
Environment

Topic 6A:  
Customize the Excel Environment

Topic  
6B: Customize Workbooks

Topic 6C:  
Manage Themes

Topic 6D: Create and  
Use Templates



## Microsoft Excel 2007: Level 3

### Training Course Content

#### Lesson 1: Streamlining Workflow

Topic 1A: Create a Macro

Topic 1B: Edit a Macro

Topic 1C:  
Apply Conditional Formatting

Topic  
1D: Add Data Validation Criteria

Topic 1E: Update a Workbook's Properties

Topic 1F: Modify Excel's Default  
Settings

Lesson 2:  
Collaborating with Others

Topic 2A: Protect Files

Topic 2B:  
Share a Workbook

Topic 2C: Set  
Revision Tracking

Topic 2D: Review  
Tracked Revisions

Topic 2E: Merge  
Workbooks

Topic 2F: Administer  
Digital Signatures

Topic 2G: Restrict  
Document Access

## Lesson 3: Auditing Worksheets

Topic 3A: Trace Cells

Topic 3B: Troubleshoot Errors in Formulas

Topic 3C: Troubleshoot Invalid Data and Formulas

Topic 3D: Watch and Evaluate Formulas

Topic 3E: Create a Data List Outline

## Lesson 4: Analyzing Data

Topic 4A: Create a Trendline

Topic 4B: Create Scenarios

Topic 4C: Perform What-If Analysis

Topic 4D: Perform Statistical Analysis with the Analysis ToolPak

## Lesson 5: Working with Multiple Workbooks

Topic 5A: Create a Workspace

Topic 5B: Consolidate Data

Topic 5C: Link Cells in Different Workbooks

Topic 5D: Edit Links

## Lesson 6: Importing and Exporting Data

Topic 6A: Export Excel Data

Topic 6B: Import a Delimited Text File

Lesson 7: Using Excel with the Web

Topic 7A: Publish a Worksheet to the Web

Topic 7B: Import Data from the Web

Topic 7C: Create a Web Query

Lesson 8:  
Structuring Workbooks with XML

Topic 8A: Develop XML Maps

Topic 8B: Import and Export XML Data

Microsoft Excel 2007: Level 4

Training Course Content

Lesson 1: Manipulating Data  
Using Statistical and Lookup Functions

Topic 1A: Forecast GDP  
Using Statistical Functions

Topic 1B:  
Evaluate Sales Data Using Statistical  
Functions

Topic 1C: Analyze Stock  
Data Using Statistical Functions

Topic 1D: Mine Data Using the Lookup and  
Reference Functions

Lesson 2: Analyzing Data Using Data

## Analysis Tools

Topic 2A:  
Analyze Sales Data Using Descriptive  
Statistics

Topic 2B: Analyze Time  
Series Data Using Exponential Smoothing

Topic 2C: Analyze Data Using Regression

Topic 2D: Identify Beta Value of a  
Security

Topic 2E: Analyze Sector  
Data Using Correlation and Covariance  
Matrix

Topic 2F: Optimize Stock  
Portfolio Using Solver

Lesson 3: Working with Data Using  
Financial Functions

Topic 3A: Develop an Investment Schedule  
Using Financial Functions

Topic 3B:  
Make Investment Decisions Using  
Financial Functions

Lesson 4: Examining Data Using Math  
Functions

Topic 4A:  
Analyze Sales Data Using Math Functions

Topic 4B: Calculate Stock Returns Using  
Math Functions

Topic 4C: Aggregate  
GDP Data Using Math Functions

Lesson 5: Manipulating Data  
Using Text and Information Functions

Topic 5A: Manipulate Data  
Using Text Functions

Topic 5B:  
Validate Data Using Information  
Functions

Lesson 6:  
Working with Templates and Charts

Topic 6A: Create Advanced  
Templates

Topic 6B: Create Advanced  
Charts

Lesson 7: Managing  
Data in Workbooks

Topic  
7A: Retrieve and Paste Data

Topic 7B:  
Determine the Conditional Sum

Topic  
7C: Identify Specific Data Using the  
Lookup Wizard

Topic 7D: Clean Data in  
Workbooks

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