

# Excel 2007 Essentials Workshop

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Excel is the world's premier spreadsheet software. You can use Excel to analyze numbers, keep track of data, and graphically represent your information. The participants will learn how to use the basic features of Excel. This workshop incorporates a hands-on approach to learning. They will get a chance to practice some of the basic features right on a computer.

With Excel 2007, you can manage more data than ever, with increased worksheet and workbook sizes. Excel also makes your job easier by providing an easy to use interface, and an array of powerful tools to help you turn your data into usable information – and better information leads to better decision making!

## Workshop Objectives:

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- Open and close Excel
- Differentiate between worksheets, workbooks, rows, columns, and cells
- Enter labels and values
- Set up your page
- Copy formulas
- Use absolute referencing appropriately
- Use basic Excel functions, including SUM, AVERAGE, MAX, and MIN
- Use Selection Statistics
- Format text and numbers
- Change the workbook theme



For more information on this workshop or to reserve your spot, please contact:

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