

Excel Month @ DHR - October 2008				
Wednesday, Oct. 15	Thursday, Oct. 16	Friday, Oct. 17	Tuesday, Oct. 28	Wednesday, Oct. 29
<p><b>9:00am - 12:00pm</b>  <b>Excel 1: Creating &amp; Formatting A Worksheet</b>            Work with Cells, Columns and Rows in Microsoft Excel. Learn to create and format a table and print your worksheet.</p> <p><b>Topics Covered:</b></p> <ol style="list-style-type: none"> <li>1. Format Cells</li> <li>2. Insert and Delete Columns and Rows</li> <li>3. Format Tables</li> <li>4. Sort</li> <li>5. Hide/Unhide Rows and Columns</li> <li>6. Freeze Panes</li> <li>7. Set Print Area/Print</li> </ol>	<p><b>9:00am - 12:00pm</b>  <b>Excel 3: Basic Formulas</b>            Learn to use basic formulas.</p> <p><b>Topics Covered:</b></p> <ol style="list-style-type: none"> <li>1. Basic Formulas</li> <li>2. Using Absolute and Relative Cell Reference</li> <li>3. Using the Series Command</li> <li>4. Using the Insert Function Wizard</li> <li>5. Naming cell ranges</li> <li>6. Auditing Formulas</li> </ol>	<p><b>9:00am - 12:00pm</b>  <b>Excel 5: Summarize Data with Powerful Pivot Tables</b>            Use Pivot Tables and Pivot Charts to summarize large amounts of data. Learn to create and work with Pivot Table data and create and format Pivot Charts.</p> <p><b>Topics Covered:</b></p> <ol style="list-style-type: none"> <li>1. Creating Pivot Tables</li> <li>2. Using the Pivot Table Toolbar</li> <li>3. Refreshing Data</li> <li>4. Creating Pivot Table Pages</li> <li>5. Formatting Pivot Tables</li> <li>6. Creating Pivot Charts</li> <li>7. Formatting Pivot Charts</li> </ol>	<p><b>9:00am - 12:00pm</b>  <b>Excel 2: Dynamic Charts</b>            Building upon your beginner level Microsoft Excel experience, learn how to create visually appealing, easy-to-understand charts. Also learn how to insert charts to PowerPoint and Word documents.</p> <p><b>Topics Covered:</b></p> <ol style="list-style-type: none"> <li>1. Create a Chart</li> <li>2. Using the Chart Toolbar</li> <li>3. Changing the Chart Type</li> <li>4. Formatting the Chart</li> <li>5. Inserting Charts in Word and PowerPoint</li> </ol>	<p><b>9:00am - 12:00pm</b>  <b>Excel 3: Basic Formulas</b>            Learn to use basic formulas.</p> <p><b>Topics Covered:</b></p> <ol style="list-style-type: none"> <li>1. Basic Formulas</li> <li>2. Using Absolute and Relative Cell Reference</li> <li>3. Using the Series Command</li> <li>4. Using the Insert Function Wizard</li> <li>5. Naming cell ranges</li> <li>6. Auditing Formulas</li> </ol>
<p><b>1:00pm - 4:00pm</b>  <b>Excel 2: Dynamic Charts</b>            Building upon your beginner level Microsoft Excel experience, learn how to create visually appealing, easy-to-understand charts. Also learn how to insert charts to PowerPoint and Word documents.</p> <p><b>Topics Covered:</b></p> <ol style="list-style-type: none"> <li>1. Create a Chart</li> <li>2. Using the Chart Toolbar</li> <li>3. Changing the Chart Type</li> <li>4. Formatting the Chart</li> <li>5. Inserting Charts in Word and PowerPoint</li> </ol>	<p><b>1:00pm - 4:00pm</b>  <b>Excel 4: Using Excel as a Database</b>            Use Excel to store and manage data.</p> <p><b>Topics Covered:</b></p> <ol style="list-style-type: none"> <li>1. Sorting a Database</li> <li>2. Using Autofilters</li> <li>3. Advanced Filters</li> <li>4. Using Data Forms</li> <li>5. Creating Lists</li> <li>6. Using Subtotals</li> </ol>	<p><b>1:00pm - 4:00pm</b>  <b>Excel 6: More Excel Formulas</b>            Learn to use more complex formulas and functions with Microsoft Excel. In this course, you will learn to use Text, Lookup and Logical formulas.</p> <p><b>Topics Covered:</b></p> <ol style="list-style-type: none"> <li>1. Using the Insert Function Wizard</li> <li>2. VLookups</li> <li>3. HLookups</li> <li>4. IF Function</li> <li>5. Text Functions</li> <li>6. Text to Columns</li> <li>7. Transpose</li> </ol>	<p><b>1:00pm - 4:00pm</b>  <b>Excel 4: Using Excel as a Database</b>            Use Excel to store and manage data.</p> <p><b>Topics Covered:</b></p> <ol style="list-style-type: none"> <li>1. Sorting a Database</li> <li>2. Using Autofilters</li> <li>3. Advanced Filters</li> <li>4. Using Data Forms</li> <li>5. Creating Lists</li> <li>6. Using Subtotals</li> </ol>	<p><b>1:00pm - 4:00pm</b>  <b>Excel 5: Summarize Data with Powerful Pivot Tables</b>            Use Pivot Tables and Pivot Charts to summarize large amounts of data. Learn to create and work with Pivot Table data and create and format Pivot Charts.</p> <p><b>Topics Covered:</b></p> <ol style="list-style-type: none"> <li>1. Creating Pivot Tables</li> <li>2. Using the Pivot Table Toolbar</li> <li>3. Refreshing Data</li> <li>4. Creating Pivot Table Pages</li> <li>5. Formatting Pivot Tables</li> <li>6. Creating Pivot Charts</li> <li>7. Formatting Pivot Charts</li> </ol>