

NATIONAL INDIAN PROGRAMS TRAINING CENTER
1011 Indian School Road NW, 2nd Floor
Albuquerque, New Mexico 87104

MICROSOFT EXCEL 2007 LEVELS 1 & 2

Date: February 2-3, 2010

Target

Audience: Employees who want to learn the skills necessary to create, edit, format and print worksheets.

Course

Description: This course will teach students to create and edit worksheets and workbooks. Participants will learn to enhance and streamline spreadsheets with templates, graphics and formulas.

Learning

Objectives: -Create worksheets and workbooks
-Format and modify a worksheet and perform calculations
-Develop and workbook and customize the layout of worksheets
-Create templates and charts
-Work with graphics
-Sort and filter data

Time: 8:00am – 4:00pm each day

Tuition: \$140

To

Register: Please fax a registration form to 505 563-5076. Supervisory approval and government charge card information are required.