



Training Course Information

Course Name:	Excel 2007 Basics 2
Course Overview:	This course covers more of Excel 2007's basic features which prove to be very useful.
Topics Include:	<ul style="list-style-type: none">• Document Properties• Linking Worksheets• GoTo Command• Find & Select• Remove Duplicates• Cell Styles• Wrap Text• Symbols• Text Boxes• WordArt• Format Cells (number type & display)• Format Painter• Mark as Final (read only)
Pre-Requisites:	Excel 2007 Basics or equivalent knowledge
What's Next?	Excel 2007 Intermediate
Note:	Each course can be tailored and/or combined with other courses to suit the client's needs.