

Microsoft Excel 2007 Essentials

Video-Based Training with Instructor Deanna Reynolds

Summary

This Microsoft Office Excel 2007 Essentials Course will lead you through the new results-oriented interface of Excel 2007. You will learn how to create more professional-looking charts, share data with enhanced security with your coworkers, customers, and business partners, and manage your business information more effectively.

Highlights—Learn how to:



Find the appropriate tool commands that you want, when you need them.



Import, organize, and explore data with expanded spreadsheets, with a bigger grid that supports multi-core processor platforms.



Create and use interactive PivotTable views that enable you to retrieve data to help you answer multiple questions.



Share spreadsheets and ensure you and your organization work with the most current business information.



Consolidate data using position, category, and three dimensional formulas

KeyStone Video-Based Training Offers the User:



Overview: KeyStone training includes a complete overview of the instructor, product, and what to expect from the training.



Controls: Users can move throughout the training with their own controls. Play, Pause, Stop, or check their time while the product bar illuminates as they advance through a topic.



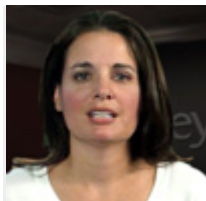
Course Map: Choosing which topic the user wants to learn is easy with the convenient course map. Advanced users may skip ahead or repeat users have the ability to pick up where they left off.



Bookmarks: KeyStone's training tracks which topics the user has completed - displaying their progress through the course outline.



Quizzes: Multiple-choice quizzes for each section covered allow the user to track their progress as they learn. Proficiency can be assessed at any time throughout the training.



Your Personal Instructor: Deanna Reynolds

Deanna Reynolds has worked as a technical trainer for more than ten years teaching in both the corporate and technical college environments. Throughout her teaching career, Deanna has been privileged to work with students traveling many different career paths on a multitude of software programs including the entire Microsoft Office Suite, Web Design, Desktop Publishing, and Database Development. Deanna specializes in delivering instructor-led training and writing custom courseware that helps her students quickly become "power-users."