



Computer Skills Training

Excel 2007 – Level 1, 2 & 3

Date: February 24, 2010
To: CPMCA Contractor Members, Affiliates, UA Locals and Staff
From: Mya Maury

CPMCA is pleased to offer 3 days of complimentary Computer Skills Training on **Excel 2007 Levels 1, 2 & 3**. Please see page 2 of this document for a detailed description of each class.

DATES: **Please place an "X" next to the course(s) you will attend.**

Excel 2007 – Level 1 (Beginning):	Wednesday, April 14, 2010	_____
Excel 2007 – Level 2 (Intermediate):	Tuesday, June 8, 2010	_____
Excel 2007 – Level 3 (Advanced):	Tuesday, September 28, 2010	_____

TIME: 7:30 a.m. Registration and continental breakfast
8:00 a.m. – 4:00 p.m. Training (Lunch provided by CPMCA)

COST: CPMCA Contractor Members, Affiliates, UA Locals and Staff: Complimentary
Non-Member Fee: \$125
No-shows will be billed \$100.00 per day.

PLACE: **New Horizons Learning Center – Culver City**
100 Corporate Pointe
Culver City, CA 90230 "Complementary Parking With Validation"
310-342-3500

Name _____ Title _____ Email _____
Name _____ Title _____ Email _____
Name _____ Title _____ Email _____

Company Name _____

If you have any questions please contact Mya Maury at 213-417-9194 or e-mail MyaM@cpmca.org.

Excel 2007 - Level 1, 2 & 3 Descriptions

Excel Level 1 (Beginning): This course teaches the basic functions and features of Excel 2007. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks. Upon successful completion of this course, students will be able to:

- Explore the Microsoft® Office Excel® 2007 environment and create a basic worksheet
- Perform calculations
- Modify a worksheet
- Format a worksheet
- Print workbook contents
- Manage large workbooks.

Excel Level 2 (Intermediate): This course builds on the skills and concepts taught in Excel 2007: Basic. Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, backgrounds, and watermarks. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with lists and tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and save a workbook as a PDF file. This course also covers advanced charting techniques, worksheet auditing and protection, file sharing and merging, and workbook templates. Upon successful completion of this course, students will be able to:

- Calculate with advanced formulas
- Organize worksheet and table data using various techniques
- Create and modify charts
- Analyze data using PivotTables and PivotCharts
- Insert graphic objects
- Customize and enhance workbooks and the Microsoft® Office Excel® environment.

Excel Level 3 (Advanced): This course builds on the skills and concepts taught in Excel 2007: Intermediate. Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM. They will learn how to work with PivotTables and PivotCharts, how to import and export data, and how to query external databases. Finally, students will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, and sharing Excel data via the Web. Upon successful completion of this course, students will be able to:

- Increase productivity and improve efficiency by streamlining your workflow
- Collaborate with others using workbooks
- Audit worksheets
- Analyze data
- Work with multiple workbooks
- Import and export data
- Use Excel with the web
- Structure workbooks with XML.

New Horizons Culver City

100 Corporate Pointe
Suite 270
Culver City, CA 90230
(310) 342-3500



[View Location Maps](#)

Directions to Culver City Location

From the North

Take 405 South towards Los Angeles
Go past the 10 freeway
Take the Marina Freeway (90) East to Slauson Ave.
Right on Slauson Ave. (freeway ends)
Right from Slauson Ave. into the 100 Corporate Pointe visitors parking lot

From the South

Take 405 North towards Los Angeles
Go past LAX airport
Take the Slauson Ave. exit to Sepulveda Blvd.
Continue on Sepulveda Blvd.
Right at Slauson Ave.
Right from Slauson Ave. into the 100 Corporate Pointe visitors parking lot

Parking at Culver City Location

- The 100 Corporate Pointe parking lot is \$11 per day. CPMCA will pay for parking validation.
 - Turn right into the turnout designated for 100 Corporate Pointe.
 - Black sign with white letter will read: "100 Corporate Pointe".
 - Pull a parking ticket from the machine; the arm will lift.
 - Park in unreserved spaces only.
- Street parking with meters on Southside of Hannum. Walk in through back entrance of parking structure off Buckingham.
- Street parking in back on Buckingham and Canterbury around Condos (Please be aware of street cleaning days to avoid a ticket).