Microsoft Excel 2007 Training For Administration and Finance
Summer 2009

Welcome to the Excel Training for Administration. Your training will consist of four parts. Basic Overview, Introduction to Conditional Functions, an Open Lab and a Application Workshop.

If you have questions about this training, please email Timothy Benbow at tbenbow@fullerton.edu

Part One: Basic Overview

In this section of the course, you will learn the basics of list management and formatting information in Microsoft Excel. This training will come as an online-recorded seminar you may view anytime. The purpose of this section is to acquaint you with these topics.

Below you will find links to two recorded Excel seminars.

http://webcert.fullerton.edu/it/Services/Training/desktopapp/admin-excel/admin-excel.asp

Part Two: List Management Conditional Functions.

We will be offering two online sessions on working with list management conditional functions in Microsoft Excel. These will be live online training sessions. You will be in an online classroom, but the class will be live and you will have the opportunity to ask questions about the material in the online class.

The purpose of this section is to acquaint you with some of the functions you will find useful in generating reports.

The functions that will be covered in these online trainings will be:

• IF, SUMIF, COUNTIF
• LOOKUP, VLOOKUP, HLOOKUP
• MATCH, and INDEX
• As time allows we will discuss other functions

Dates and Times for Excel List Management Conditional Functions:
• June 2, 2009 - 3:30-5:00pm
• June 9, 2009 - 3:30-5:00pm

Both session cover the same material- you may attend either session or both if you would like to review the material. The location for this online class will be:

• http://connect01.fullerton.edu/timothy/

After the conclusion of the class on June XX, 2009, the recording of the class will be posted here for your review.

Some additional resources (PDF Documents) can be found at:

http://webcert.fullerton.edu/it/Services/Training/desktopapp/admin-excel/admin-excel.asp

**Part Three: Open Labs**

Now that you have completed the first two parts of this course, you will have many questions about how to use these tools in Excel and how they can be applied to your reports. The Open Lab sessions are question and answer sessions where you can come and ask questions about how to use the knowledge you acquired in the first parts of the course and clear up and confusion.

If you have not completed the first two parts, but you have experience using these tools in Excel and have questions about these tool, you may attend an open lab without completing the first two parts of the course.

We will have the following dates and times available for the open labs:

• May 27, 2009 - 1:30-2:30pm
• June 3, 2009 - 1:30-3:30pm
• June 10, 2009 - 1:30-3:30pm
• June 17, 2009 - 1:30-3:30pm
• June 24, 2009 - 1:30-3:30pm
• July 1, 2009 - 1:30-2:30pm

To sign up for an open lab session, please email Timothy Benbow at tbenbow@fullerton.edu

Remember these are question and answer sessions, you can come to any of the sessions or all of the session depending on the number of questions you have.

We have open labs throughout the year. If at a later time you have questions, please email please email Timothy Benbow at tbenbow@fullerton.edu
Part Four: Hints and Tips Session

At this point you should have an understanding of the tools from the first two parts of this course and you should have had any questions answered in the open labs, we will now move on to explore how you might use these tools in ways you had not thought of.

We will have two live online sessions of this part of the course on:

- July 1, 2009 - 3:00-4:30pm
- July 7, 2009 - 3:00-4:30pm

Both session cover the same material- you may attend either session or both if you would like to review the material. The location for this online class will be:

- http://connect01.fullerton.edu/timothy/

After the conclusion of the class on June 7, 2009, the recording of the class will be posted here for your review.

If you have questions about this training, please email Timothy Benbow at tbenbow@fullerton.edu