

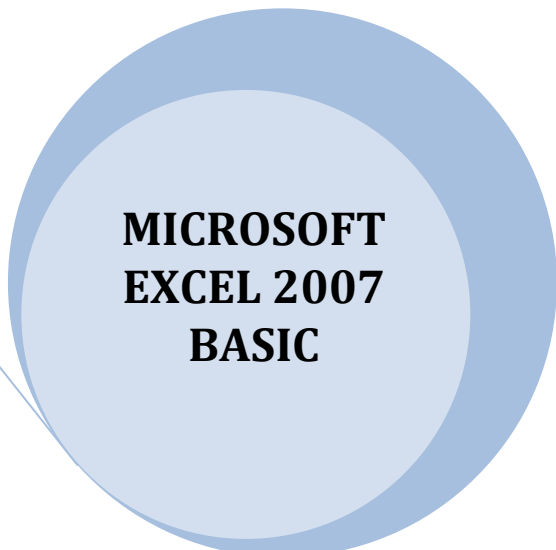
## MS Excel - Agenda

**July 8, 2009 and July 30, 2009**

The objectives of this workshop will provide the participant with

~basic knowledge of Microsoft Office Excel 2007 features

~the approach in using MS 2007 compared to MS 2003



# MICROSOFT EXCEL 2007 BASIC

Presented by: Theresa Twaddle, Business Teacher  
Illini West High School District #307  
Carthage, IL – July 2009

9:00-9:10	Welcome/Housekeeping
9:10-9:50	MS Excel Basic
9:50-10:00	Break
10:00-10:50	MS Excel Basic continue
10:50-11:00	Break
11:00-11:30	Your Assignment
11:30-12:00	Peer & Share

**Topics include:** Calculating a sum, Formatting cells, Freezing window panes, Hiding Columns, Print area, Selecting a cell, Showing gridlines, Sorts, Using fill handles, Workbook overview, Excel Options