



computer training options

## **Microsoft Excel 2008 for Mac** **Introduction Training**

### **Creating a Basic Worksheet**

Explore the User Interface  
Navigate and Select in Excel  
Obtain Help  
Enter Data and Save a Workbook  
Customize Toolbars and Menus

### **Performing Calculations**

Create Basic Formulas  
Calculate with Functions  
Copy Formulas and Functions

### **Modifying a Worksheet**

Manipulate Data  
Insert and Delete Cells, Columns, and Rows  
Search for Data in a Worksheet  
Spell Check a Worksheet

### **Formatting a Worksheet**

Modify Fonts  
Add Borders and Colors to Cells  
Change the Column Width and Row Height  
Apply Number Formats  
Position Cell Contents  
Apply Cell Styles

### **Printing Workbook Contents**

Print Workbook Contents Using Default  
Print Options  
Set Print Options  
Set Page Breaks

### **Managing Large Workbooks**

Format Worksheet Tabs  
Manage Worksheets in a Workbook  
Manage the View of Large Worksheets

## **Computer Training Options**

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