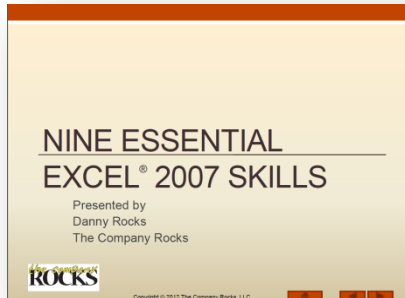


“Nine Essential Excel[®] 2007 Skills”

Detailed Description of My Video Resource



I created this video resource with two target customers in mind:

- 1) People who use Excel on a regular basis and want to follow a systematic training approach that will help them to improve their skills.
- 2) People who want to practice the skills that will be tested when they take the Microsoft Office 2007 Specialist (MOS) Examination for Excel 2007.

Resources Included

Here is what you receive when you purchase “Nine Essential Excel 2007 Skills:”

- 3 hours and 45 minutes of focused video training
 - 25 individual video tutorials can be watched in any order
- A fully annotated 29-page Step-by-Step Instructional Manual for all nine essential skills
- Excel 2010 Practice Files – the same Excel Worksheets that I used to film each video

Program Runs in Adobe X Reader

I created this program to run in the free Adobe X Reader. The program will run on any computer that has the free Adobe Reader installed. If necessary, you can download the latest version – for free – at www.adobe.com This ensures that the video tutorials will play without required additional programs to be installed.

To play the videos in Full Screen Mode, simply right click the video and choose this option. Use the Esc Key to exit Full Screen Mode.

List of the “Nine Essential Excel 2007 Skills:”

- 1) Entering Data Efficiently – 4 videos Run time – 33:14
- 2) Selecting Cell Ranges Efficiently – 2 videos Run time – 15:58
- 3) Creating & Using Named Cell Ranges – 2 videos Run time – 16:50
- 4) Applying Styles & Formatting – 3 videos Run time – 18:40
- 5) Working with Structured Data Sets – 4 videos Run time – 34:59
- 6) Working with Formulas & Functions – 4 videos Run time – 59:07
- 7) Using Paste Special Options – 2 videos Run time – 17:19
- 8) Using Data Validation – 2 videos Run time – 12:50
- 9) Using “What-if” Analysis Tools – 2 videos Run time – 19:05

Detailed List of Skills for “Nine Essential Excel® 2007 Skills”

Skill #1 – Entering Data Efficiently

4 video tutorials Run time 33:14

The skills taught on my video include:

- Entering Numeric Values
 - Entering Dates and Times Correctly
 - Using Keyboard Entering Fractions
- Formatting Choices for Numeric Value Entries
 - Using Special Formatting Codes
- Speeding Up Data Entry with AutoFill Options
 - Understanding AutoFill
 - Copying Values
 - Incrementing a Series
 - Exploring AutoFill Options
 - Filling Week Days Only
 - Incrementing by a different Step Value
- Using the Fill Series Dialog Box
- Creating Custom Lists to AutoFill
- Using AutoFill for Formatting Only

Skill #2 – Selecting Cell Ranges Efficiently

2 video tutorials Run time 15:58

Here are the specific skills taught in this chapter:

- Selecting Contiguous (Adjacent) Cells
- Selecting Non-contiguous (Non-adjacent) Cells
- Changing content in multiple Cells
- Applying common formatting attributes to selected cells
- Selecting all Non-blank content cells
- Using Extend Selection Mode
- Using Go To Special Options

Skill #3 – Creating & Using Named Cell Ranges

2 video tutorials Run time 16:50

In this chapter, you will learn these skills:

- Naming Cells and Ranges
- Creating Names from a Selection
- Navigating to a Named Cell or Range

Detailed List of Skills for “Nine Essential Excel® 2007 Skills”

- Using Names in Formulas and Functions
- Using Named Ranges in Existing Formulas
- Creating and Using a Named Constant
- Pasting List of All Named Ranges and Constants

Skill #4 – Applying Formatting & Styles to Improve Appearance

3 video tutorials Run time 18:40

In this chapter, you will learn these skills:

- Aligning Text Labels
 - Merging Cells
 - Wrapping Text
 - Using Vertical Alignment
- Using the Format Cells Dialog Box
- Selecting from the Styles Gallery
- Using Microsoft Office Themes
- Using Keyboard Shortcuts to Format Cells
- Working in Page Layout View
- Using Page Layout Commands
- Designing Page Headers and Footers

Skill #5 – Working with Structured Data Sets

4 video tutorials Run time 34:59

Here are the skills that you will learn in this chapter of my video training resource:

- Structuring your data
- Sorting your data set
 - Using Custom Sorting
 - Sorting by a Custom List
- Filtering your data
 - Using Natural Language Filters
- Working with Subtotals
 - Copying your Subtotal Outline
 - Selecting Visible Cells Only
- Using a Pivot Table to Summarize Data
- Working with Excel 2010 Tables
 - Using Table Style Options
 - Naming your Table
 - Writing Formulas inside Tables

Detailed List of Skills for “Nine Essential Excel® 2007 Skills”

Skill #6 – Using the Power of Excel Functions

4 video tutorials Run time 59:07

In this chapter, you will learn these skills:

- Understanding the Order of Precedence when Calculating Formulas
- Using Absolute Cell References
 - Using Mixed Cell References
- Calculating Price Discounts
- Using the Most Popular Excel Functions
 - Using Functions that take no Arguments
 - Using Functions that Reference a Range of Cells
 - Understanding Functions that Count
 - Using Functions to manipulate Text
 - Converting Formulas to Values
- Using Functions that Reference Arrays
- Using Logical Functions that make decisions
 - Using the IF() Function
 - Nesting IF() Functions
 - Using the AND() and OR() Functions
- Using Conditional Functions
 - Using the COUNTIF() and SUMIF() Functions
- Working with Lookup Functions
 - Using the VLOOKUP() and HLOOKUP() Functions

Skill #7 – Using Paste Special Options

2 video tutorials Run time 17:19

You will learn these skills in this chapter:

- Using Paste Special Options
- Using Paste Special Operators
- Using the Office Clipboard – Store up to 24 items in memory!

Skill #8 – Using Data Validation to Minimize Data Entry Errors

2 video tutorials Run time 12:50

In this chapter, you will learn these skills:

- Using Data Validation to Pick Cell Values from a List
- Using Data Validation to Prevent Duplicate Entries
- Using the Circle Invalid Data Tool

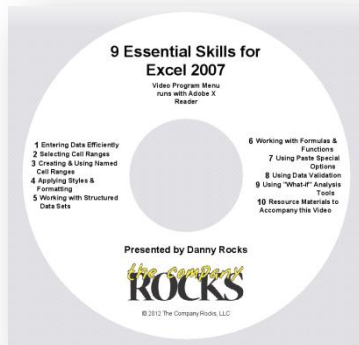
Detailed List of Skills for “Nine Essential Excel® 2007 Skills”

Skill #9 – Using “What-if” Analysis Tools

2 video tutorials Run time 19:05

Here are the skills that you will learn in this chapter:

- Understanding Formula Precedents
- Using the Goal Seek Tool
- Using Data Tables
 - Setting up One-input Data Tables
 - Setting up Two-input Data Tables



Available for Purchase in Two Formats

- 1) On a DVD-ROM
- 2) As a Downloadable Version

Visit my secure online shopping website:

[Link to Secure Shopping at The Company Rocks](#)

Questions? [Contact Danny Rocks via E-mail](#)