

FAQ

I Just Want to Know How to Use It: Microsoft Excel 2007 Essentials

Class taught by author: Gail Sexton

1. Are there computers or do I have to bring my own?

There is a computer for each participant to use during class.

2. How big is the book?

178 pages.

3. The information mentions a CD. What's the deal?

Each chapter in the book begins by opening a partially completed Excel file. The file is used to work through the chapter. The CD in the back of the book contains all of these files.

4. Is the book mine to keep?

Yep. You can write all over it. The book will allow you to work through everything again on your own.

5. After class I just want to remember the steps. Does the book have just the steps?

Yes. At the end of each chapter, there is a Reference Steps section that lists the generic steps to completing each skill learned in the chapter.

6. Is this class for Excel 2003 or Excel 2007?

The class was created for and is taught using Excel 2007. However, upon discovering there were class participants with Excel 2007 at work, but Excel 2003 at home, the instructor wrote a quick 'cheat sheet' for 2003 users that lists differences in the book.

7. I see the class description says 'accelerated class' – will it be too fast for me?

If you're still a little wary of the computer or consider yourself a beginner, you should probably wait until you're more comfortable with computers to take this class. If you are an experienced computer user who is comfortable opening and closing programs, using the mouse, and saving files, you should be just fine.

8. What's the point of an accelerated class?

Since it's virtually impossible for anyone to memorize the content of a full day class, the most important goal is to expose you to the *concept* of what you can do **and for you to have a chance to do it yourself**. The book will remind you of the details when you're back at your own computer.

9. Who is the instructor?

Her name is Gail Sexton and she is the author of *I Just Want to Know How to Use It: Microsoft Excel 2007 Essentials* and *I Just Want to Know How to Use It: Microsoft Project 2003*. She has been designing and delivering custom training for nearly 15 years.

10. What's the book like?

If you go online to RastonPublishing.com, you'll see sample pages from both books. It's a very clean, open book. The idea is to make it seem easy.

11. Why isn't the Excel book for sale on Amazon like her other book?

We've decided not to offer this book through Amazon because we want to throw our support squarely behind the independent book stores we love. We hope you will, too.

12. How do I know if the class is right for me?

If you've never taken a class on Excel but wish you had, if you've dabbled in Excel but don't feel as confident as you'd like, or if you haven't used Excel at all, but are comfortable using computers — this class is for you.

If you're interested in learning the technical aspects of charts or feel great confidence with formulas, this class probably isn't for you. You'll need one of our future classes!

13. What will I learn?

A general preview....

- **Tips for entering and manipulating data**
- Understanding **the concepts behind formulas**
- **Formatting** sanity savers - using merge & center, wrap text, cell styles, themes and more
- Manipulating **worksheets**
- Using **linking, 'volatile' functions** and the **'IF' function**
- Creating **comments, filters**, a basic **chart** and **freezing panes**
- **Solving the print mysteries** that trip you up - repeat column headings, headers and footers, page break preview

14. Can I bring a latte into class?

Caffeine and chocolate are highly recommended.