

# FAQ

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

Class taught by author, Gail Sexton

**1. Is this class only for Excel 2007 or will I be able to apply what I learn to other versions of Excel?**

The class was created for and is taught using Excel 2007, but it all works and looks exactly the same in Excel 2010. Regarding Excel 2003 - the instructor wrote a quick 'cheat sheet' for 2003 users that lists differences between the book and the Excel 2003 screen.

**2. How big is the book?**

178 pages.

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

Each lesson in the book begins by opening a partially completed Excel file. The file is used to work through the lesson. 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 lesson, there is a Reference Steps section that lists the generic steps to completing each skill learned in the lesson.

**6. I use Excel on a Mac; will this matter?**

Unfortunately, it will matter. When you look at the program, the differences are just too comprehensive to cover on a 'cheat sheet'. You'll need a class created specifically for the Mac.

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

If you aren't able to whip through a game of electronic solitaire (clicking and dragging skills) or consider yourself a beginning computer user, you should 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'll be fine. We won't leave anyone behind.

**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, it is the instructor's assertion that 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 is very visual and a quick flip through it will remind you of what you learned. After class, you'll just look up the reference steps in the book and away you go.

**9. The class is 4 hours. Is there a break?**

Yep. There will be a 15 minute break somewhere in the middle.

**10. What time do you want us to arrive for class?**

As long as you're in your seat and ready to go by the time the clock strikes class time, you're golden.

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

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

**12. Will I be able to check email or surf the web on the classroom computer?**

Nope.

**13. Does she mind if we take cell phone calls or text during class?**

Uh, yeah. She will gently remind you at the beginning of class to turn off your cell phones.

**14. 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 over 15 years.

**15. What's the book like?**

If you go online to [www.RastonPublishing.com](http://www.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.

**16. 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.

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

If you've used Excel for years, but have never taken a class, 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!*

**18. What will I learn?**

***This list will give you a good idea of what you'll learn...***

- **Tips for entering and manipulating data;** Auto-sizing, Auto Filling numbers and series, how to move a single cell or a whole table.
- Understanding **the concepts behind formulas**, how to create, edit, copy, Auto Fill them, use Cell Referencing and figure out what's going on in a formula that you didn't create.
- **We'll format** using Merge & Center, Wrap Text, and learn how to use the Format Painter, Cell Styles and the magic of Themes.
- Manipulate **Worksheets:** Rename a worksheet, move, copy, and delete worksheets, and understand why and how to group them.

- We'll **link content** from one sheet to another, auto fill content from another sheet, add up content from different sheets, **learn what a 'volatile' function is** and understand and **use the 'IF' function**.
- We'll create **comments, filters, a basic chart** and **freeze panes**. We don't spend a lot of time on charts, but you'll get the idea.
- **Print survival skills** will be explored: how to repeat column headings on the next sheet, how to print all of it, part of it, the gridlines, headers & footers, break the pages, change the margins and more.

#### **19. Can we bring a latte into class?**

Caffeine and chocolate are highly recommended.