This series of Microsoft Excel workshops are designed to provide students with hands-on knowledge of the fundamentals of Microsoft Excel 2010 worksheets. Students will learn how to create, manage and use Excel to analyze data with Pie charts, Line charts and What If analysis tools. In addition, at the completion of the workshops, students will be able to prepare a complete set of financial statements using Excel workbooks.

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Level 1 - Creating a Worksheet and Charting Data  
Saturday, October 5, 2013  
9:30AM to 12:00PM  
Fiterman Hall, Room F707  

After completing this workshop, students will be able to:  

- Create, Save, and Navigate an Excel Workbook.  
- Enter Data in a Worksheet.  
- Construct and Copy Formulas and Use the SUM Function.  
- Format Cells with Merge & Center and Cell Styles.  
- Print, Display Formulas, and Close Excel.  
- Check Spelling, Edit Values and Format a Worksheet.  
- Finance mortgage or loan interesting and monthly payment.  
- Using different kind of temples.  

Level 2 - Using Functions, Creating Tables and Managing Large Workbooks.  
Saturday, October 12, 2013  
9:30AM to 12:00PM  
Fiterman Hall, Room F707  

After completing this workshop, students will be able to:  

- Using the SUM, AVERAGE, and COUNTIF and IF Functions.  
- Use Data and Time Functions and Freeze Panes.  
- Create, Sort, and Filter an Excel Table.  
- Format and Print Multiple Worksheets in a Workbook.  
- Edit and Format Multiple Worksheets at the Same Time.  
- Copy and Paste by Using the Paste Options Gallery.  
- Enter Dates, Clear Contents and Clear Formats.  
- Use Text to columns, printer title, and format cell and remove duplicates.
Level 3 - Analyzing Data with Pie Charts, Line Charts and What-If Analysis Tools.

Saturday, October 19, 2013
9:30AM to 12:00PM
Fiterman Hall, Room F707

After completing this workshop, students will be able to:

- Use data to create graph, pie or chart.
- Format a graph, pie or chart.
- Use sort and filter to insert table with range.
- Protect a Worksheet’s Data.
- Track Workbook Changes with precedents and dependents.
- Share a Workbook with Other Users if it is available.
- Using VLOOKUP.

Level 4 - Prepare a Complete set of Financial Statement Using Excel Workbooks.
Saturday, October 26, 2013
9:30 to 12:00PM
Fiterman Hall, Room F707

After completing this workshop, students will be able to:

- Summarize Data with Subtotals.
- Using excel to check the correction of the work.
- Make a Workbook Compatible with Earlier versions of Excel.
- Review all last three levels and questions with Excel Workshop.