

Microsoft Office Excel 2010: Levels 1 – 2 Instructor-Led (Classroom) - One Day Per Level

Level 1 - Course Description

You will create and edit basic Microsoft Office Excel 2010 worksheets and workbooks.

Who Needs To Attend

This course is designed for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets.

Prerequisites

To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. To ensure your success, we recommend you first take one of the introductory Windows courses, such as either of the following, or have equivalent skills and knowledge:

- Windows XP Professional : Level I
- Windows XP : Introduction

Course Fee

\$245

Level 2 - Course Description

You will use advanced formulas and work with various tools to analyze data in spreadsheets. You will also organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

Who Needs To Attend

This course is meant for those desiring to gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using PivotTables and PivotCharts for analyzing data, and customizing workbooks.

Prerequisites

Before starting this course, students are recommended to take the following course or have equivalent knowledge: Microsoft Office Excel 2010: Level 1.

Course Fee

\$245

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