



Hands-on Computer Training! Microsoft Excel Essentials

Course Length: 6 Hour (either 2 three-hour sessions or 1 six-hour session)

Price: \$175

Prerequisites: Familiar with the personal computer and Windows. No previous Excel or worksheet experience is required.

Description: Through lecture, demonstration and hands-on exercises, the individuals will become familiar with Microsoft Excel. Entering and editing data will be covered. Also copy, move, fill, and clear data, as well as changing the layout and formatting data on a worksheet.

Objectives:

- Open and close Excel
- Differentiate between worksheets, workbooks, rows, columns, and cells
- Understand the new Interface and the new Backstage View
- Enter labels and values
- Edit data
- Add rows and columns
- Check spelling
- Open, close, and save workbooks (including publishing to PDF and sending via E-mail)
- Switch between Excel views and create custom views
- Use Zoom
- Set up, Preview and print your workbook
- Build, copy and edit formulas
- Use absolute referencing appropriately
- Understand the difference between Formulas and Functions
- Understand the new Function Names
- Use the Formulas Tab
- Use basic Excel functions, including SUM, AVERAGE, MAX, and MIN
- Use the status bar to perform calculations
- Use AutoFill and AutoComplete
- Sort and filter data
- Use sparklines
- Format text and numbers
- Use alignment options
- Merge cells
- Apply borders
- Use cell styles
- Use conditional formatting
- Change the workbook theme

Other training options include: Corporate training in our classroom or at your site and Individual training at your home or office. Prices will vary for the different options.