

Microsoft Office Excel 2010 Level 1

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.

This series of hands on classes provide an introduction to the following features:

- *Getting Started with Excel*
- *Performing Calculations in an Excel Worksheet*
- *Modifying an Excel Worksheet*
- *Modifying the Appearance of a Worksheet*
- *Managing an Excel Workbook*
- *Printing Excel Workbooks*

Seats are limited so register today! Advance registration and payment is required.

Learning Outcome:

At the end of the course students will be able to:

- *Create a basic worksheet by using Microsoft Excel 2010.*
- *Perform calculations in an Excel worksheet.*
- *Modify an Excel worksheet.*
- *Modify the appearance of data within a worksheet.*
- *Manage Excel workbooks.*
- *Print the content of an Excel worksheet.*

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Dates: Call for more information

*Textbook:
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The College's Equity Officer/ADA and Title IX Coordinator is:

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