

## Department of Corporate Training

### 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*

#### **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.*

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**Dates: Call for more information**

#### **Textbook:**

*Microsoft Office Excel 2010 Level 1*

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