MICROSOFT EXCEL 2010 LEVEL 1

Target Audience	For people who have little or no knowledge of Microsoft Excel 2010. A general understanding of personal computers and the Windows operating system environment is preferred.
Overview	This course aims to give the new spreadsheet user a thorough grounding in the basics of spreadsheeting and using Microsoft Excel 2010. Particular emphasis is placed on the importance of accuracy, good formula building techniques, and sound formatting and design principles.
Content	- Navigate your way around Microsoft Excel 2010 - Create a new workbook - Open and navigate within workbooks and worksheets - Understand and work with ranges in a worksheet - Understand, create and work with formulas and function used to perform calculations - Copy and paste date in Excel - Understand and use formula cell referencing to create more complex formulas - Use font formatting techniques to enhance the spreadsheets appearance - Align the contents of cells - Format rows and columns - Understand and use number formatting features - Print your workbook data - Create effective charts
Qualification	Non-accredited Statement of Attendance
No. of participants	Minimum 8 – maximum 15
Investment	$330 (incl GST) per participant (includes training manual)
Duration	1 day or 2 x 3 hour sessions
Catering	Basic morning/afternoon tea is included in this costing (tea, coffee, biscuits). Alternative arrangements available on request.
Contact	**Ros Williams** **Ph: 6253 0682** **Email: ros.williams@capitalcareers.com.au**

Contact us to discuss how this course can be customised for your organisation's needs

Quality Training – Flexible Delivery