

MICROSOFT EXCEL 2010

LEVEL 2



Target Audience	For people who are keen to expand their Excel 2010 skills and knowledge and learn more techniques associated with creating better and more productive workbooks.
Overview	This course aims to provide the participants with the ability to produce more effective and productive workbooks. It covers formulas and functions techniques, more intricate formatting, setting complex printing options, using intricate charting features, and working more effectively with existing worksheets and workbooks.
Content	<ul style="list-style-type: none"> • Use the fill operations available to fill a data series, and more the contents of cells and ranges within and between workbooks • Work with logical functions in Excel • Use a range of formula techniques • Apply a range of number formatting techniques to data • Apply conditional formatting to ranges in a worksheet • Apply borders to cells and ranges • Apply a variety of page setup techniques and work with various elements of a worksheet • Use a range of find and replace techniques • Sort and filter data in a list in a worksheet • Use a range of techniques to enhance 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	<p>Ros Williams Ph: 6253 0682 Email: ros.williams@capitalcareers.com.au</p>

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

Quality Training – Flexible Delivery