

Microsoft Excel Extensive Training With Outlook 21 Hours

Day 1 - AM: Excel for Beginners

- Excel components
- Simple Formulas
- Autofill
- Formatting a worksheet

Day 1 – PM – Excel Tips and Tricks

- Absolute References
- Functions
 - Average, Min, Max, Count
- Printing worksheets
 - Setting print areas
 - Setting print titles
 - Graphs
- Tons of Tips!

Day 2 - AM: Excel Working with Long Lists

- Data Tables
- Filtering
- Sorting
- Pivot Tables
- Subtotaling

Day 2 - PM: Excel Intermediate Formulas and Functions

- IF statements
- Lookups
- Round
- Now
- COUNTIF
- SUMIF

Day 3 - AM: Linking

- Linking cells, sheets, files
- Making Changes across Sheets
- Three Dimensional Formulas

Day 3 - PM: Analyzing, Protecting and Importing Data, Drop Down Lists

- Drop Down Lists
- Worksheet Protection
- Text to Columns
- Concatenate
- Goal Seek

Day - 4 AM – Outlook

- Inbox Management
- Folders
- Rules
- Calendar
- Contacts
- Tasks

- ✓ These classes are all hands-on classes at your site for maximum benefit and convenience.
- ✓ Classes typically run 9-4 with an hour for lunch and 2 coffee breaks, but we are flexible with the schedule!
- ✓ Included in the cost are student manuals and practice exercises.
- ✓ This 3.5 day course is 21 hours – perfect for the Government Job Training Grant funding.

COST: \$840/person



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