Microsoft Excel Training
With Outlook
24 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, COUNTIF, SUMIF,
- VLookup
- Round, Now

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: Workshop

- Bring your project to class and work on it hands on!
- Ask Questions!
- Get feedback on existing documents/spreadsheets
- Review material

Day - 4 – PM: 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 4 day course is 24 hours – perfect for the Government Job Training Grant funding.

COST: $960/person

Know it Sooner
Computer Training