

Training Course Information

Course Name: An Introduction to Excel 2010

Course Overview: This course is an introduction to Microsoft Excel 2010. Learn to navigate your way through the new Excel interface, apply formatting, learn about new features and more.

Topics Include:

- Excel Interface
- Workbooks & Worksheets
- Working with Data & Cells
- Rows & Columns
- Spell Check
- Formatting Data
- ClipArt & Images
- Charts
- Page Orientation
- Printing

Pre-Requisites: Basic computing knowledge

What's Next? Excel 2010 Basics

Note: Each course can be tailored and/or combined with other courses to suit the client's needs.