

## Training Course Information

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**Course Name:** Excel 2010 Basics 2

**Course Overview:** This course covers more of Excel 2010's basic features which prove to be very useful.

**Topics Include:**

- Document Properties
- Linking Worksheets
- GoTo Command
- Find & Select
- Remove Duplicates
- Cell Styles
- Wrap Text
- Symbols
- Text Boxes
- WordArt
- Format Cells (number type & display)
- Format Painter
- SmartArt
- Mark as Final (read only)

**Pre-Requisites:** Excel 2010 Basics or equivalent knowledge

**What's Next?** Excel 2010 Intermediate

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