



Training Course Information

Course Name:	Excel 2010: Basic Functions & Formulas
Course Overview:	This course covers more useful features that prove useful for people who regularly use Excel 2010 for various purposes, both personal and business related.
Topics Include:	<ul style="list-style-type: none">• Function Library• Using Functions• Showing Formulas• Error Checking• AutoSum• Functions & Formulas <p>Functions & Formulas</p> <ul style="list-style-type: none">• Addition/Sum• Subtraction• Average• Count Numbers• Min & Max• Product/Multiplication• Division• Rounding• Median• Mode• Percentages• Date & Time• Convert Text to Upper Text• Convert Text to Lower Text
Pre-Requisites:	Excel 2010 Basics 2 or equivalent knowledge
Note:	Each course can be tailored and/or combined with other courses to suit the client's needs.