

Training Course Information

Course Name:	Excel 2010 Basics
Course Overview:	This course demonstrates the various features that will prove very useful to anyone using Excel.
Topics Include:	<ul style="list-style-type: none">• Workbook & Views• Working with Cells• Text to Columns• Conditional Formatting• Sorting Data• Page Breaks & Margins• Hide/Show Rows & Columns• Hide/Show Worksheets• Freeze/Unfreeze Rows & Columns• Headers & Footers• Reviewing• Protecting Worksheets & Workbooks• Sharing Workbooks• Printing Titles & Selections
Pre-Requisites:	An Introduction to Excel 2010 or equivalent knowledge
What's Next?	Excel 2010 Basics 2
Note:	Each course can be tailored and/or combined with other courses to suit the client's needs.