



## Training Course Information

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**Course Name:** Excel 2010 Intermediate

**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:**

- Import Data from External Sources
- Background Image
- Grouping Data
- Splitting Worksheets
- Macros
- Digital Signatures
- Tables
- Filters
- Excel Options (Customise)

**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.