

EXCEL LEVEL II

COURSE CONTENT

- Naming cells and ranges
- Sorting worksheet data
- Using flexible worksheets views
- Printing multipage columns
- Using multiple worksheets
- Linking cells and formulas
- Using 3-D cell references in formulas
- Copying worksheets
- Creating formulas using criteria IF Function
- Using logical functions in formulas
- Creating financial functions
- Using data analysis tools
- Displaying subtotals
- Using illustrations
- Inserting Pictures and ClipArt
- Getting into Shapes
- Using Templates
- Customizing Templates

May 20th & 22nd
6:00 – 9:00 pm

CTC Training Center
5330 Transport Blvd.
Columbus, GA 31907

\$79/person
Book & Material Provided

This course will provide you with the confidence, knowledge, and skills to work more efficiently in your day-to-day operation and be more of an asset in the workforce.



For more information or to register,
call Deana Beauford at **706-649-1454**
or email dbeauford@columbustech.edu