

EXCEL LEVEL I

COURSE CONTENT

- Cell selection and mouse pointer
- Entering and editing data
- Adjusting columns
- Formatting cells
- Working with numbers and dates
- Entering a Series Using AutoFill
- Printing worksheets
- Zoom Tools
- Creating Formulas
- Rearranging Data
- Managing Multiple Worksheets
- Using functions in formulas
- Using relative & absolute references
- Creating names for cells and ranges
- Create Charts to Compare Data
- Chart Tools
- Move and Size Charts
- Edit Chart Data
- Adding Images
- Adjusting view options
- Sort and Filter
- Printing Options

May 13th & 15th
6:00 pm – 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