|  |
| --- |
|  |
|  |



* **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**

**December 18 & 20**

**6:00 – 9:00 pm**

**CTC Training Center**

**5330 Transport Blvd.**

**Columbus, GA 31907**

**COURSE CONTENT**

**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.**

****

**$79/person**

**Book & Material Provided**



**EXCEL LEVEL II**

For more information or to register,

call Deana Beauford at **706-649-1454**

or email [**dbeauford@columbustech.edu**](mailto:dbeauford@columbustech.edu)