

Microsoft Excel - Beginning

Customized Classes Available

Course Description:

This is an introduction to Excel spreadsheet software. Create, edit, save, format, print, perform calculations, copy/move text and formulas, create charts, create complex formulas and expand use of functions.

- Introduction to Excel spreadsheet software
- Create, edit, save, format, print, perform calculations
- Copy/move text and formulas
- Create charts
- Create complex formulas and expand use of functions

Target Population:

People who have little or no previous experience with Microsoft Excel spreadsheet software.

Prerequisites:

Computer Literacy a working knowledge of Microsoft Windows and proficiency with a mouse