Microsoft Excel

Excel is a powerful spreadsheet program that allows you to make quick and accurate numerical calculations and helps you to make your data look sharp and professional. The uses for Excel are limitless: businesses use Excel for creating financial reports, scientists use Excel for statistical analysis, and families use Excel to help manage their investment portfolios.

PREREQUISITES:

You need basic computer skills to complete this course.

DELIVERY METHOD:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

OBJECTIVES:

- Program Fundamentals
- Getting Started with Worksheets
- Editing a Worksheet
- Formatting a Worksheet
- Creating and Working with Charts
- Managing Workbooks
- More Functions and Formulas
- Working with Data Ranges
- Working with Tables
- Working with PivotTables
- Analyzing Data
- Working with Macros
- Customizing Excel

Course No: 25050
Dates: 2/9/16 – 4/5/16, Tue, SKIP 3/8/16
Time: 6:00 pm – 8:00 pm
Hours: 16 (8 Sessions)
Location: Clermont-Bldg. 2 Rm 347
Instructor: Jeannie Amcher
Fee: $202

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