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

| Course No: | 25024 | Course No: | 25025 |
| Dates: | 1/19/16-3/15/16, Tue | Dates: | 3/21/16 – 5/9/16, Mon |
| Time: | 6:00 pm – 8:00 pm | Time: | 6:00 pm – 8:00 pm |
| Hours: | 16 (8 Sessions) | Hours: | 16 (8 Sessions) |
| Location: | Leesburg-Bldg. M Rm 110 | Location: | Leesburg- Bldg. M Rm 110 |
| Instructor: | Linda Card | Instructor: | Linda Card |
| Fee: | $202 | Fee: | $202 |

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