

# MICROSOFT EXCEL



The Microsoft Excel training workshop provides your employees with an understanding of what Excel is designed for and how to use it.

Formatted in three levels—Basic (Level I), Intermediate (Level II) and Advanced (Level III) - the course can go over simple items such as simple formulas and charts, to more advanced techniques such as working with tables and pivot tables.

This class is interactive as well as discussion oriented. It is designed to be fully customizable to your employee training needs and we are able to conduct this training at your site or ours.



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***“This was an extremely informative training that will benefit all our staff. Thank you.”***

*- Previous trainee*

***“This is the most useful , practical training that I’ve attended in years!”***

*- Previous trainee*

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## Brief Class Outline

### Level I:

- Entering and Editing Data
- Formatting Cells
- AutoFill
- And much more

### Level II:

- Using Themes
- Cell Styles
- Conditional Formatting
- And much more

### Level III:

- Working With Tables
- PivotTables
- Financial Functions
- And much more

## Contact Us

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