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Microsoft Excel 2010 Basics; Level 1 & Level 2

Bravura offers the fastest, easiest and most comprehensive way to gain the valuable computer skills in demand! Our professional classrooms and remote classrooms help you to learn up to **70%** more information *as compared to traditional one-day or all-day classes.* **Everyone knows it is impossible to learn Excel in a single day**.

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Audience: This is the #1 rated Microsoft Office skill sought by employers, regardless of occupation or industry. This is an ideal course for beginners *or* those who learned on the job. You will create, edit and manage Microsoft Office Excel worksheets and workbooks. Perform calculations, format, insert pictures and charts. Discover viewing and printing options.. You will be able to create new workbooks and solid Excel abilities.

This course is suited for those using Microsoft Excel 2007 and 2010. We run Microsoft Excel 2010.

Prerequisites: Basic computer skills such as navigating in Windows and internet browsing suggested, but not required.

Course Length: 6 – 12 hours each ***varies, based on need.***

Tuition: Level 1 $225
Level 2 $275

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Assessment & Customization

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Microsoft Excel 2010 Basics; Level 1

Unit 1: Getting started

Topic A: Spreadsheet terminology
Topic B: Microsoft Office 2010 & Excel environment
Topic C: Getting help
Topic D: Open and navigate a worksheet, keyboard short-cuts, Right clicking, Quick Access Toolbar and Ribbon

Unit 2: Entering and editing data

Topic A: Entering and editing text and values
Topic B: Entering and editing formulas, AutoFill Series
Topic C: Insert, move and resize images.
Topic D: Creating PDF's, file types & saving

Unit 3: Modifying a worksheet & Formula's

Topic A: Moving and copying data
Topic B: Moving and copying formulas, AutoFill
Topic C: Relative and Absolute references
Topic D: Inserting & deleting ranges, rows, & columns

Special Lab Formula's

Creating, editing and best practices with formula's and relative, absolute and mixed cell references.

Unit 4: Functions

Topic A: Learn about predefined functions
Topic B: SUM function and AutoSum
Topic C: AVERAGE, MIN, MAX, COUNT, COUNTA

Microsoft Excel 2010 Basics; Level 2

Unit 5: Formatting

Topic A: Text formatting
Topic B: Row and column formatting
Topic C: Number formatting
Topic D: Conditional formatting
Topic E: Additional formatting options

Unit 6: Printing

Topic A: Preparing to print, spell check
Topic B: Page Setup options, page orientation, headers and footers
Topic C: Preview and Print worksheets

Unit 7: Charts

Topic A: Insert charts
Topic B: Formatting charts

Unit 8: Managing large workbooks

Topic A: Viewing large worksheets, freeze panes
Topic B: Printing large worksheets, print titles, print breaks
Topic C: Working with multiple worksheets , insert, delete, copy and move worksheets

What's Next?? **Intermediate & Advanced Excel 2010**
60 Days of Post-Course Support
Our wonderfully talented staff will support the topics and tasks covered in your course via email, remote or in our classrooms.

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