

WORKSHOP

Microsoft Excel

[2 DAYS INSTRUCTION]

COURSE OVERVIEW

Microsoft Excel - Microsoft Excel is a spreadsheet application used to perform financial calculations, statistical analysis, and other related operations.

Learn the essentials of Microsoft Excel and spreadsheets to create and save workbooks, format text and numbers, select ranges and move or copy data. Use formulas and basic functions, explore printing options for worksheets and insert pictures.

Learn the fundamentals: columns, rows, cells, worksheets, workbooks, printing, data entry, cell formatting, data analysis with charts, introduction to expressions, functions, business and financial functions, logical operations.

COURSE OUTLINE

- Make a start with Excel: rows and columns, entering text and numbers, centering, font formatting, saving your work, currency symbols, merging cells.
- Spreadsheets: sorting data, creating charts, moving and resizing charts, styles and layouts.
- Formulas: the SUM function, how to multiply, subtract, divide, combining operations, a budget spreadsheet.
- Functions: average, date, time, financial functions.
- Processing data

TARGET AUDIENCE

Office personnel, managers. supervisors.

[DOWNLOAD THE KCE REGISTRATION FORM FROM OUR HOMEPAGE.](#)

LOCATION

209-100 Casimir Ave.
Dryden, ON P8N 3L4

PHONE

807-737-1135 x4000
877-737-5638 x4000

FAX

807-223-8426

E-MAIL

info@watertraining.ca

WEB SITE

www.watertraining.ca



COURSE DURATION

2 days

TIME

9:00 am to 4:00 pm

DIRECTOR APPROVED CEUs

NA

TRAINER

Shirley Koroniak

COST

\$400.00 + \$52.00 HST = \$452.00

