

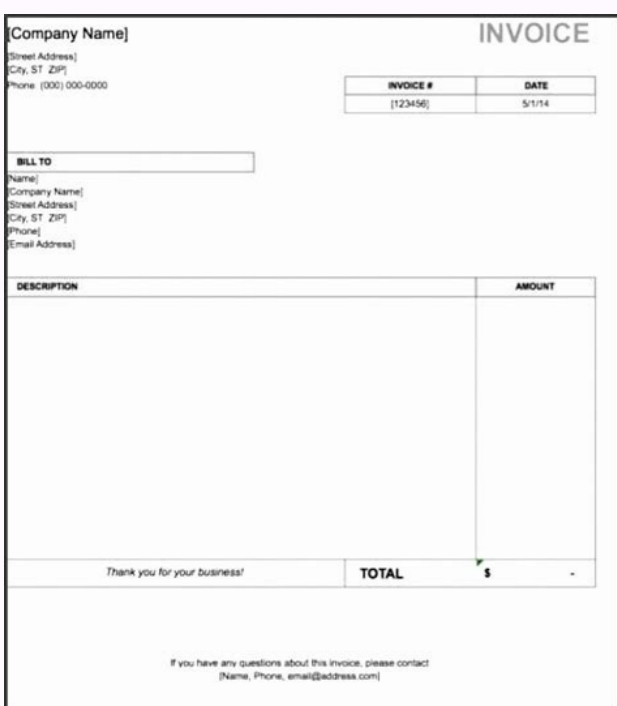
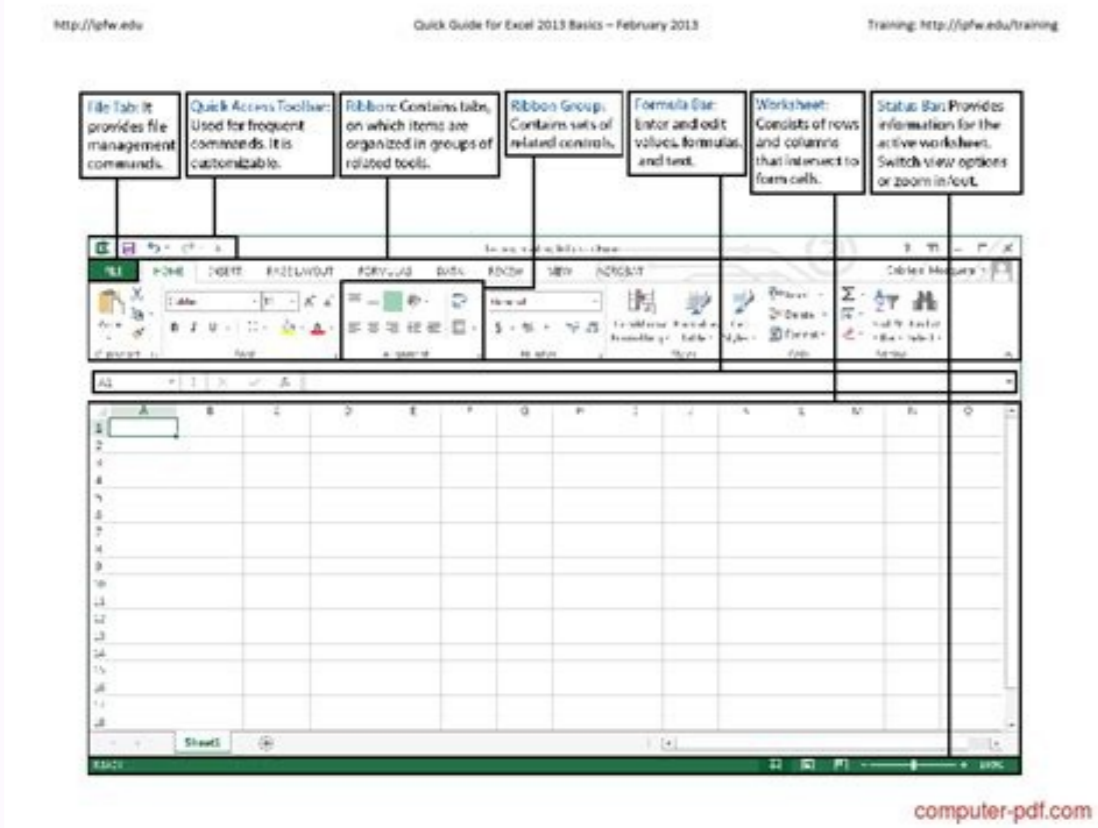
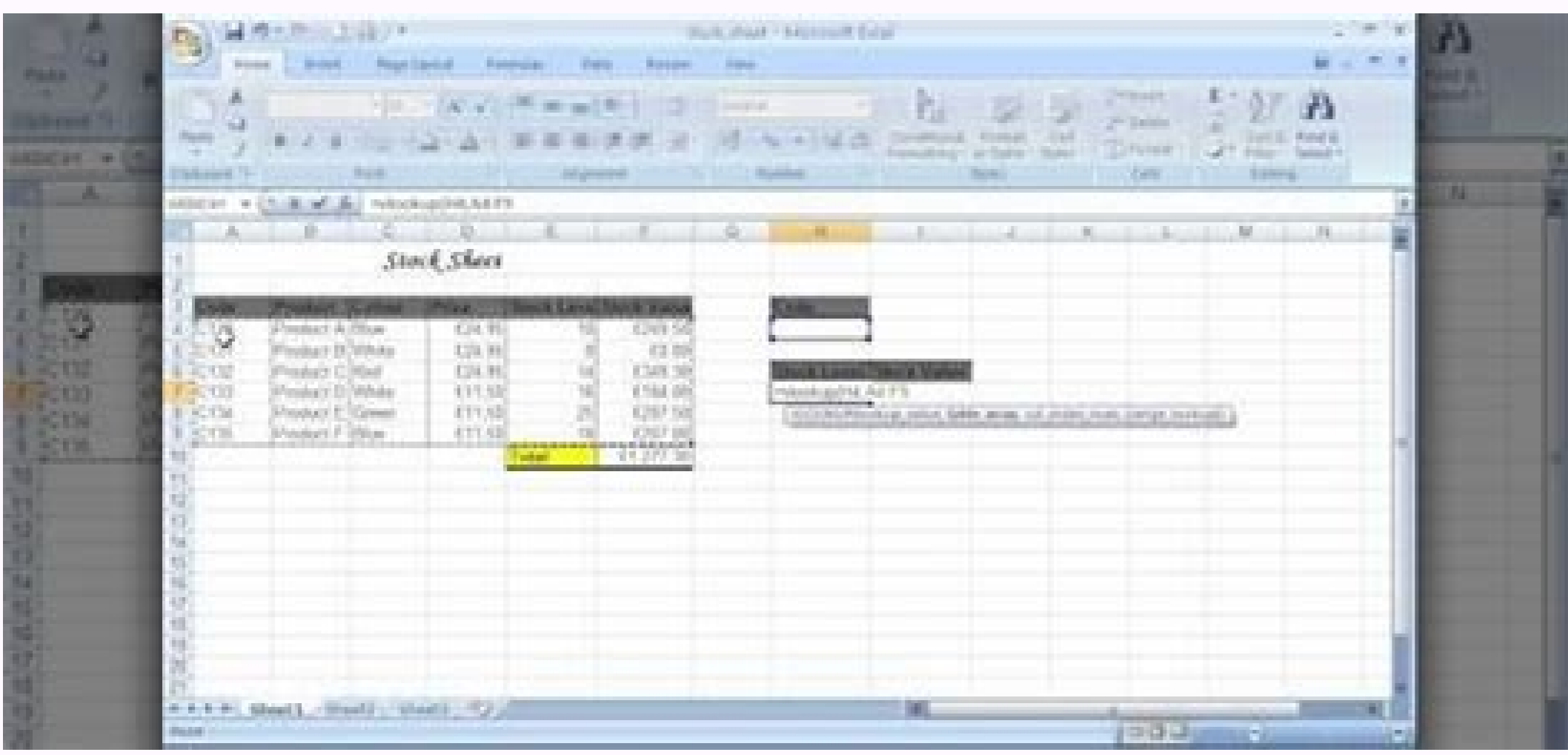


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**Introduction**

In this introductory course to Excel, participants will explore Excel activities that go beyond the basic. After successful completion of this session, participants can expect to have the skills required to work efficiently in an existing worksheet and to also create new worksheets from a template and from scratch.

**Topics include**

- Create a basic worksheet by entering text, values, and formulas.
- Change the appearance of worksheet data by using a variety of formatting techniques.
- Create formulas by using some of Excel's built-in functions.
- Filter and sort Excel data.
- Plan, create and modify charts.
- Prepare a document for printing by using a variety of printing options.

**Prerequisite**

Comfortable with Windows 7, or OSX

**Platform**

Windows, OSX

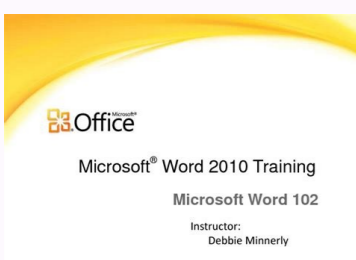
**Software**

Microsoft Excel 2013, Microsoft Excel 2010 (Windows)

Microsoft Excel 2011 (MAC)

**Instructor**

Anna Neagu – Application Support Consultant



Spreadsheet Spreadsheet users who are already utilizing the program may want to brush up on their skills. Disclaimer: Some courses may include an affiliate link. Courses were chosen first based on the methodology with affiliate links only added after the ranking was complete. Most of the Excel courses we have listed can be started anytime you like. Small business owners and freelancers have a lot of data to keep track of, and Excel makes it easy to do this. eAAeA Customize your views and options. Finally, anyone who is a eAAAIst personeAAA and would like a way to automate their tasks will find Excel to be incredibly handy. Cost: Free Try a free trial for LinkedIn Learning. There is a downloadable workbook and Excel cheat sheet to use in conjunction with the video tutorials. In this next section, we will attempt to answer some of them. Finally, you will conclude with logical constructs and looping. Those that offer a trial will need to be completed before the trial period is over to avoid any fees. Most people pick it up by trial and error rather than through formal education, which can leave a lot of gaps in their knowledge of the program. Sometimes, a capstone project for a paid version of a class will be hand-graded. There are 11.5 hours of video training, 13 articles, and 29 downloadable resources in the course, which can be accessed on mobile, laptop, or TV. However, each module can be audited for free. There are instances where graded components of a class or completion certificates are hidden behind a paywall. They offer free classes in over 200 topics and feature tutorials, videos, interactive lessons and games, and more. Auditing the course allows you to read and view all of the content. Did you know that premium members on the platform can access the entire course catalog for free? However, BeneAAAs free lessons are enough to keep any student busy for quite a while. Fifty million students from all over the world have taken pmurT lecxE pmurT olep odicerefo A atutary eA ofAAAcifitrec A eA ~a eA :sartnoc sonula 0053 esaug rop odAulcnoc eA odacifitrec o otutary osruc O mecerero euq sCOOM ed serodecenrof socinA sod mU eA ~a eA riulcnoc arap saroh saud a amu sanepa avel eA ~a eA :sArp etnelecxE .oEAAArtsni ad edadilauq etnelecxE :oir;Ausu od air;Aidemretni aicnAirepxE :saroh saud a amu ed oliucAruc :riulcnoc ed arOH mIS :otutary odacifitrec :otsuG .sadiAAd mAA m©Abmat serodimunos: so, aSAArg ed rednerpa ed sedadinutropo satnat moC .etnemalutary sotief res medop atsil asson ad sosruc so sodot .otnatne oN .sacimeAnid salebat ed s@Avarta evom es e lecxE od ocis;Ab o moc aSAEmoc euq laboLG FCG alep odicerefo osruc etnelecxE ortuo ;Atse iugA laboLG FCG alep odicerefo eA odicerefo oEAn odacifitrec eA ~a eA :sartnoc oedAv me siairotut e ohlabart ed atsap :otutary salua ed aiUG eA ~a eA roteD ed atsilacepse mu rop odivolvneseD eA ~a eA rednetne ed lic;Af e oterid eA ~a eA :sianoissiforp etnelecxE :oEAAArtsni ad edadilauq etnelecxE :oir;Ausu od adaSAAnava aicnAirepxE A airAtudortni :olucAruc o airaV :riulcnoc arap opmet meS :sit;ArG odacifitrec :otsuG )jAhcarc uo odacifitrec o sonem( :otsuc muhnen mes sodatidua res medop ogap odacifitrec mu mecerero euq sequeqA .adatlatsni 563 eciffo od arutanissa aus ahnapmoca euq etnecar siam oEAsrev a uo oEAsrev atse ret eved AAcov e )9102( lecxE od etnecar siam oEAsrev a arap odatejorp iof osruc O .sahlnalp e ohlabart ed satsap ravlas e rarugifnoc .rairC eA ~a eA :omoc ;Arednerpa AAcov .emilnO lecxE od otutary osruc etseN .ervil odom on odatidua res edop amargorp o ,otnatne oN .sianif sepaSAailava mAAAt snugla e setset arap acit;Amotua oEAAAcifissalc mAAAt atsil ad sosruc snugla .emaxe o razilaer arap ;Araraperp o osruc etse ,002-OM SOM od adazilaicepse oEAAAcifitrec a racsud ajenalp AAcov eS .soicAgen ed sacitsAtatse me ol- jAsu etnemreitrops e lecxE o rednetne ajeseD meug arap odatejorp iof eE .oEAsulcnoc a sAAapa YMEDU ad odacifitrec mu jArebecer AAcov .ymedu me :arap :arap assap ,Aad ritrap A ?anep a melav lecxE od otutary sosruc sO .IasnaB timuS roturtisni od sepaSAail 62 ecerero



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