



Microsoft Excel 1

Skill Level: Basic

Microsoft Excel is one of the most powerful programs on the market today! You can use the program to track data, budgets, invoice, expenses, and much more. Learn how to build a worksheet correctly, how to format it and setup the print area correctly. We will also cover the basics functions such as sorting and filtering the data, as well as basic formulas. Oh and lots of shortcuts to make using the program easier!

This class is designed for beginners, people who have experience updating sheets but haven't built their own or for those who have taken an Excel class in the past and need a refresher.

Some of the things you will learn in this class:

- How to create a Spreadsheet
- Open, close, save, navigate and edit spreadsheets
- Insert/Delete Columns & Rows
- Enter, select, and edit data
- Using multiple Worksheets
- Formatting - text type/size, bold, shading tabs, number formatting, etc.
- Sort data
- Filter data
- Page/Print setup options
- Freezing Panes
- Custom Header/Footer
- Print Titles
- How to calculate results of data by using Simple Formulas
- Auto-sum
- And more!

Whether you need classroom style training for your entire company, a group presentation or a one-on-one class, we have a class for you!

For questions or to schedule a class, call 231.631.7918 or email info@tctrainme.com.