



# The Training Place

**Mission: Responding to community needs by providing performance improvement solutions resulting in economic development, sustainability, and growth.**

## **Beginning Excel - February 8, 2010**

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- Spreadsheet components
- The Office 2007 interface
- Entering and editing text and values
- Saving time with Autofill
- Entering and editing formulas
- Saving workbooks
- Using premade templates

## **Excel Level 1 - Modifying and formatting worksheets - February 22, 2010**

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- Moving data
- Moving and copying formulas
- Absolute and relative references
- Inserting and deleting ranges, rows, and columns
- AutoSum and entering functions
- Formatting worksheets
- Conditional formatting
- Copying formats and applying table formats

## **Excel Level 2 - Charts and multiple worksheets March 8, 2010**

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- Printing worksheets
- Page Setup options
- Chart basics
- Modifying charts
- Printing charts
- Viewing large worksheets
- Printing large worksheets
- Using multiple worksheets

## **Excel Level 3 - Multiple workbooks and advanced formatting - March 22, 2010**

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- Using multiple workbooks
- Linking worksheets with 3-D formulas
- Linking workbooks and managing workbooks
- Using special number formats
- Using functions to format text
- Working with styles and themes
- Merging cells, cell orientation, and splitting cells
- Transposing data

## **Excel Level 4 - Outlining, range names, lists, and tables - April 5, 2010**

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- Outlining and consolidating data
- Creating subtotals
- Creating range names
- Using range names
- Managing range names
- Sorting and filtering lists
- Advanced filtering
- Working with tables

**Cost: \$45 per session**

**To register please call Butte College: The Training Place (530) 895-9015**