



## Business & Technical Training College

“Put your FUTURE in GOOD Hands”

BTT will work with every student to develop their skills, to make them job ready. BTT classes are small therefore you will receive more personalized attention from the instructor.

### Microsoft Office Excel 2010 Level I – Essentials Training

In this course students will gain the necessary skills to create, edit, format, work with formulas, and print Microsoft Office Excel 2010 worksheets. They would learn the following skills: create a basic worksheet by using Microsoft Office Excel 2010, perform calculations in an Excel worksheet, modify an Excel worksheet, format a worksheet, print the content of an Excel workbook and manage an Excel workbook.

- Creating An Excel 2010 Workbook
- Becoming Familiar With The Excel 2010 Screen
- Moving Around Your Cursor
- Selecting A Range Of Cells In Workbook
- Entering Data into Worksheet
- Using A Simple Formula
- Using Simple Functions
- Using AutoCalculate
- Managing Worksheet Information
- Adjusting Column Width / Row Height
- Formatting Cells Using The Ribbons
- Formatting Cells Using The Format Cells Dialog Box

.....*more detailed outline is available, please e-mail or call!*

**Pre-requisites:** Basic Windows experience or equivalent experience

**Certificate Offered:** Certificate

**Training Methods:** Instructor – led classes, Instructor demonstrates all topics with hands-on scenarios

**One – To – One Instruction is Available**

**For Schedule:** Call or e-mail

**Registration can be done after office hours, any day / evening**

**Business & Technical Training College**

150 Eglinton Ave East Suite 402 (Free parking evenings & weekends)

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