



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 Level II – Intermediate Training

Students will learn intermediate features of Microsoft Excel 2010.

- Working With Illustrations
- Creating A Chart
- Modifying A Chart
- Formatting A Chart
- Setting Up A Page
- Previewing and Printing
- Using Data Validation And Tracing Invalid Data
- Creating A New Workbook Base On A Template
- Protecting Worksheet Styles, Contents And Elements
- Protecting Your Workbook From Unauthorized Users Access
- Auditing Worksheets And Tracing Cell References
- Customizing The Appearance Of Data With Advanced Formatting
- Using Conditional Formatting
- Maintaining Format Consistency With Styles And Themes
- Using Data Outlining
- Managing Data in Multiple Worksheets
- Using A 3-D Formula Across Worksheets
- Using Range Names
- Combining Worksheets And Data From Different Workbooks
- Linking Information From Different Worksheets And Workbooks
- Using Financial Functions
- Using Logical Functions

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

Pre-requisites: MS Excel Level I – Essentials 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

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