

## Spreadsheet Courses

### Excel Unit 1 (up to 9 Hours)

Recommended Prerequisite: Computer Basics

Price: \$290 or 3 vouchers

This beginning level course is designed to teach you the fundamentals of Excel. We will learn the different parts of the Excel window, how to open a workbook and enter and edit data in columns and rows. Insert and delete cells and modify column width and row height. We will work with the Office Clipboard to cut, copy, and paste text. Move cells and learn to use fills instead of typing in data. Discover how formulas work. Use functions and different methods of entering functions, including paste function. Create cell references, including absolute, mixed, and relative references. We'll walk you through the steps to format numbers, align text, and enhance your spreadsheet with borders and shading. We will build and modify a chart for a visual effect. Learn to adjust page setup, headers and footers, print titles and options, and set print areas. Learn to rename and move worksheets, and create named ranges. We will work with database lists and sort information. In this course, you will work with logical, financial, and date functions. To format our worksheet, we will use the Auto Formatting feature, and insert page breaks.

### Excel Unit 2 (up to 9 Hours)

Recommended Prerequisite: Computer Basics, Excel Unit 1

Price: \$290 or 3 vouchers

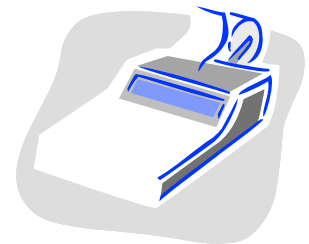
This advanced course will work with comments, objects and graphics. Link worksheets; show formulas and references, and discussion of 3-D workbooks. We will save Excel as different file types, and prepare a worksheet for the Web. Learn how to use and customize a template to suit your needs. Use templates, work with named ranges in formulas, and format numbers using custom and conditional formatting. Learn to use lookup functions and data validation. Import from text files and web pages, create web queries, and export to other applications. Create web pages. Work with PivotTables, show and hide data, create Pivot Charts, and save your PivotTables and Pivot Charts as web pages. Discover how to use scenarios and subtotals to analyze your data. We will show you how to share workbooks, applying protection, and set file passwords and properties. Comments, tracking changes, merging and linking workbooks, printing worksheets and reports, and auditing a worksheet are tools we will teach you to help you become more efficient with Excel. Create and run macros, and add buttons to toolbars or items to menu.

### Excel Complete (up to 15 Hours)

Recommended Prerequisite: Computer Basics

Price: \$490 or 5 vouchers

Save time and money by taking Excel Unit 1 and 2 together. The material for these two classes is combined into one class for both beginners and those with Excel experience.



**Training • Consulting • Rentals • Testing Center**

816 28th Avenue, Suite 100, Fairbanks, AK 99701

E-mail: [staff@nsctraining.com](mailto:staff@nsctraining.com) • [www.nsctraining.com](http://www.nsctraining.com) • Fax: (907) 452-6717