



## Further Excel 2010

This course is aimed at those who have already been on our Basic Excel or MS Excel in the Workplace course. Or those who have a good understanding of Excel and want to know more.

To attend this course you must be familiar with Microsoft Excel (as above) and able to use a mouse and keyboard and save files. You will also need to have a basic understanding of the principles of mathematics (addition, subtraction, division & multiplication).

At the end of the course, learners will be able to:

- Inserting pictures, clipart, shapes & WordArt
- Inserting textbox
- Find & replace
- Copy worksheets
- Use the Autosum functions
- Sort Data
- Convert text to columns
- Removing duplicates
- Protecting data
- Add notes to a cell
- Create a worksheet and save as a template
- Save file as a PDF document
- Hide columns and rows
- Using keyboard shortcuts
- Freeze pane function
- Moving a cell
- Error messages
- Inserting functions

You will need to bring a USB stick with you to the course.

You should let us know of any additional support you may require, when booking this course.

Tel: 01442 251930 to book

