

EXCEL FOUNDATION

Course Code: 100404

Learn Excel Foundation

Getting Started with Excel 2010

- Spreadsheet Concepts
- Getting Started
- Creating and Saving Workbooks
- Opening and Closing Workbooks

Modifying Worksheets

- Working with Columns and Rows
- Working with Cell Contents

Using Formulas and Functions

- Creating and Using Formulas
- Creating and Using Functions
- Using Absolute Cell References
- Inserting Functions

Formatting and Viewing Worksheets

- Formatting Worksheets

Printing Workbooks

- Using Workbook Views
- Changing the Page Setup

Previewing and Printing Workbooks



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PRIVATE GROUP TRAINING

1 Session

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