

# 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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