BEGINNING EXCEL TRAINING

This training is intended for beginner Excel users.
The training will be provided by Carleen from Tri County Career Center.

Lesson 1: **Getting started with Microsoft Office Excel 2010** – *Navigate the Excel User interface, use Excel commands, create and save a basic workbook, enter cell data, and use Excel help*

Lesson 2: **Performing Calculations** – *Create worksheet formulas, insert functions, and reuse formulas*

Lesson 3: **Modifying a Worksheet** – *Insert, delete, and adjust cells, columns, and rows, search for and replace data, and use proofing and research tools*

Lesson 4: **Formatting a Worksheet** – *Modify fonts, add borders and colors to worksheets, apply number formats, align cell contents, apply styles and themes, apply basic conditional formatting, and create and use templates*

Lesson 5: **Printing Workbooks** – *Preview and print a workbook and define the page layout*

Lesson 6: **Managing Workbooks** – *Manage worksheets, manage workbook and worksheet views, and manage workbook properties*

Tri County Adult Career Center
15676 St. Rt. 691, Nelsonville, Ohio 45764

Wednesday, July 8th
9:00 am –3:00 pm

Seating is limited –reserve your spot today!

RSVP to Trenia Twyman, twyman@ohio.edu or 740-597-1460.

When RSVP'ing please indicate if you would like to purchase a manual for $26 (available the morning of the training with cash or check made out to Tri County Career Center).

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