Perfect Love Training Course

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| Course Info 5:30 – 7:30 pm  Tues, Wed, Fri  07/15/21 - 8/20/21 Phone 724-544-0073 Email 4perfectlove1111@gmail.com Office Location 2033 Midland Beaver Rd  Industry, PA 15052 Course Hours 180 hours | Catalog Description An overview of the production of Excel functions, documents, tables and graphics Prerequisites Basic computer and keyboarding skills recommended Instructional Goals and Purposes The purpose of this course is to teach participants/trainees to examine spreadsheet concepts and explore the Microsoft Office Excel environment. Learn to create, open and view a workbook. Save and print workbooks. Enter and edit all data. Modify a worksheet and workbook. Work with cell references. Learn to use functions and formulas. Create and edit charts and graphics.   * Keyboard Hours per Week: 1.5 hours * Lab and Presentation Hours per Week: 30 hours  Learning Outcomes  * Create Excel worksheet * Perform calculations in Excel * Modify a Worksheet * Format a Worksheet * Print Excel Workbook * Managing Excel Workbook * Knowledge and use of basic functions * Proofing * Date and Time functions * What If analysis * Lookup functions * Data Validations * Logical Functions * Pivot Tables * Charts and Slicers * VBA Macro |

**Additional Information**

Laptops will be provided. Masks and social distancing will be followed per CDC guidelines