

<b>TITLE</b>	<b>COURSE DETAILS</b>
Microsoft Excel	<ul style="list-style-type: none"> <li>• Demonstrating the basic mechanics and navigation of an Excel spreadsheet.</li> <li>• Formatting techniques and presentation styles.</li> <li>• Learning the use and utility of functions and formulas on excel spreadsheet.</li> <li>• Working knowledge of organizing and displaying large amounts and complex data.</li> <li>• Understanding the need and use of using Excel templates.</li> <li>• Securing information in an Excel workbook.</li> <li>• Manipulate data using data names and ranges, filters and sort, and validation lists</li> <li>• Learning formulas, creating charts and graphs that can easily explain or simplify complex information or data.</li> <li>• Analyzing data using Pivot Tables and Pivot Charts.</li> <li>• Working knowledge of organizing and displaying large amounts and complex data.</li> <li>• Understanding the need and use of using Excel templates.</li> <li>• Securing information in an Excel workbook.</li> <li>• Manipulate data using data names and ranges, filters and sort, and validation lists</li> <li>• Learning formulas, creating charts and graphs that can easily explain or simplify complex information or data.</li> <li>• Analyzing data using Pivot Tables and Pivot Charts.</li> <li>• Application based excel projects and creating balance sheet</li> </ul>