



## Microsoft Excel 2010 Level 2

In today's workplace, Microsoft Excel 2010 is the de facto tool for working with data on the desktop.

Knowing how to leverage Excel enables you to simplify complex tasks and is essential to daily work responsibilities.

In this intermediate course, you gain the skills to create Excel worksheets, develop formulas and apply sophisticated formatting to capture and present your data.

Who should attend?

Anyone who uses Microsoft Excel 2010 and needs to acquire the knowledge, skills and techniques to design formulas, create and edit worksheets, and present data results.

- Customise view options
- Display and customize toolbars
- Group worksheets
- Using styles
- Conditional formatting
- Hiding and displaying cells
- More Formulas and Functions
- Using the series command
- Using the function wizard
- Financial functions
- Correcting formulas
- Using the error checker
- Using the auditing toolbar
- Using the watch window
- Absolute Cell References
- Entering an absolute column and row reference into a formula
- Entering mixed cell references into a formula
- Using the IF function
- Nesting IF functions
- Using Excel as a database
- Sorting a database
- Using Autofilters and advanced filters
- Using data forms
- Linking Worksheets within a Workbook
- Renaming worksheets
- Inserting and deleting worksheets
- Drawing and Picture Objects
- Creating drawing objects
- Using drawing toolbar to control



Participants receive a certificate of completion.

Start Date	Hours	Time	Weeks	Days	Fee
June 26, 2012	12	6:30 pm—9:30 pm	2	Tuesday & Thursday	\$100
Pre-requisites		Information		Registration	
Excel Level 1 or equivalent		Call 416-658-3101 x216 Email <a href="mailto:techskills@skillsforchange.org">techskills@skillsforchange.org</a>		In person at 791 St. Clair Avenue West Online at <a href="http://skillsforchange.org/techskills">skillsforchange.org/techskills</a>	

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791 St. Clair Avenue West, Toronto, Ontario  
416.658.3101 ext. 216 or 0  
[skillsforchange.org/techskills](http://skillsforchange.org/techskills)   [techskills@skillsforchange.org](mailto:techskills@skillsforchange.org)