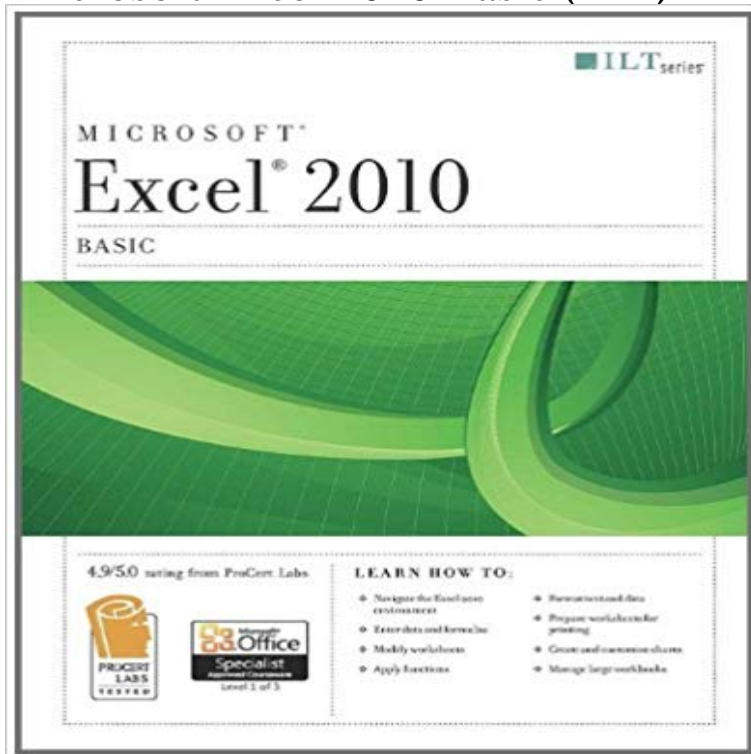


Microsoft Excel 2010 Basic (ILT)



This ILT Series course teaches the basic functions and features of Excel 2010. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks. Course manual comes with CertBlaster exam prep software (download). This course will help students prepare for the Microsoft Office Specialist exam for Excel 2010 (exam 77-882). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Excel 2010.

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