Perfect Love Training Course

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| Course Info5:30 – 7:30 pmTues, Wed, Fri07/15/21 - 8/20/21Phone724-544-0073Email4perfectlove1111@gmail.comOffice Location2033 Midland Beaver RdIndustry, PA 15052Course Hours180 hours | Catalog DescriptionAn overview of the production of Excel functions, documents, tables and graphicsPrerequisitesBasic computer and keyboarding skills recommendedInstructional Goals and PurposesThe 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
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**Additional Information**

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