Microsoft Office 2013
EXCEL TRAINING

Excel Level 1
May 3
8:00am-4:00pm

In Level 1 you will learn -
An introduction to Excel: Menus, ribbons, the quick access toolbar, dialog launcher, contextual tabs, etc.; Editing; Viewing and Printing worksheets; Working with formulas and functions; Formatting data in the worksheet; Formatting the appearance of worksheets

Excel Level 2
May 10
8:00am-4:00pm

In Level 2 you will learn -
Working with large worksheets; Managing multi-sheet workbooks; Creating tables and outlines; Adding graphics to worksheets; Using templates and protecting workbooks

Excel Level 3
May 17
8:00am-4:00pm

In Level 3 you will learn -
Creating pivot tables and using macros; Using financial functions and data analysis; Advanced formatting and analysis tools; collaborating in Excel; Sharing workbooks on networks and the internet; Integrating Excel with other programs

Cost—$125* per person, per class
*Custom Fit funding may be available for qualified companies
To register, call your Custom Fit Representative or Christi at 801.612.4178

Campus Location:
Business Depot of Ogden Campus, 918 W. 2nd St., Bldg. 10A, Ogden