

Winter 2012 Computer Class Schedule

Focus
on
Excel!

MICROSOFT OFFICE 2010



Classes are held from 9:00 a.m. – 4:30 p.m.
Center for Education and Professional Development
1451 S. California Avenue, Palo Alto
\$250.00 per class – Includes lunch and textbook

March – April 2012

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|-----------------|-----------|----------|
| • Excel Level 1 | Wednesday | March 7 |
| • Excel Level 2 | Thursday | March 29 |
| • Excel Level 1 | Wednesday | April 18 |
| • Excel Level 3 | Thursday | April 19 |

Register Online Now!

www.cecenter.stanfordhospital.com

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MICROSOFT OFFICE 2010

Microsoft Office Excel 2010: Level 1

Course Objectives

- ❖ explore the Excel 2010 interface.
- ❖ create a basic worksheet.
- ❖ perform basic calculations.
- ❖ modify worksheet data.
- ❖ format a worksheet.
- ❖ modify a worksheet's page setup.
- ❖ print workbook contents.
- ❖ manage multiple worksheets in workbooks.

Microsoft Excel 2010: Level 2

Course Objectives

- ❖ calculate with formulas.
- ❖ organize data using sorts and filters.
- ❖ create and modify charts.
- ❖ analyze data using PivotTables and PivotCharts.
- ❖ insert graphic objects.
- ❖ customize workbooks and the Excel environment.

Microsoft Excel 2010: Level 3

Course Objectives

- ❖ enhance productivity by streamlining the workflow.
- ❖ collaborate with other workbook users.
- ❖ audit worksheets.
- ❖ analyze data.
- ❖ work with multiple workbooks.
- ❖ import and export data.
- ❖ integrate Excel data with the web.