Technical Institute of America

Microsoft Excel Essentials Course

We are offering a Microsoft Excel Course. The class will teach you how to create and modify worksheets, enter complex formulas, create Pivot tables and Charts, inserting objects, and working with tables. Our small classes allow everyone more time to interact with the instructor, learn faster, and more effectively.

This is a great course for someone looking for a job that requires the use of Excel or to feel more comfortable using the program. This one day course will turn any Excel user into a Power Users.

 Benefits to this course:

- Small class
- 100% hands on training. Every student gets their own computer to follow along
- Full day of training or 2 evening. 8 hours of total training time
- Convenient location in Midtown Manhattan. 2 blocks from Penn Station.
- Learn to create simple to advance formulas, from SUM functions to IF, VLOOKUP, HLOOKUP, and nested functions
- Learn to create a variety of charts and data sets
- Learn to create PIVOT Tables and Charts
- Expert instructor with more than 10 years of financial experience using and teaching Excel
- A free retake if needed
- We are a Microsoft Office Specialist (MOS) Certified testing center. Take this course along with our Excel Expert class and you will be ready to ace your Excel certification exam. Call us to learn more about our Excel certification course and exam package.
- The seminar will include a customize manual with step by step directions and a certificate at the end, showing that you attended the class.
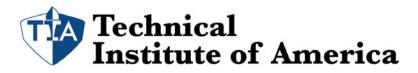
Topics covered:

Lesson 1: Creating a Basic Worksheet
- Explore the User Interface and the Ribbon
- Navigate and Select in Excel
- Obtain Help
- Enter Data and Save a Workbook
- Customize the Quick Access Toolbar

Lesson 2: Performing Calculations
- Create Basic Formulas
- Calculate with Functions
- Copy Formulas and Functions

Lesson 3: Modifying a Worksheet
- Manipulate Data
- Insert and Delete Cells, Columns, and Rows
- Search for Data in a Worksheet
- Spell Check a Worksheet

Lesson 4: Formatting a Worksheet
- Modify Fonts
- Add Borders and Color to Cells
- Change Column Width and Row Height
- Apply Number Formats
- Apply Cell Styles

Lesson 5: Printing Workbook Contents
- Print Workbook Contents Using Default Print Options
- Set Print Options
- Set Page Breaks

Lesson 6: Calculating Data with Advanced Formulas
- Manage Cell and Range Names
- Calculate Data Across Worksheets
- Use Specialized Functions
- Analyze Data with Logical and Lookup Functions

Lesson 7: Organizing Worksheet and Table Data
- Create and Modify Tables
- Format Tables
- Sort or Filter Worksheet or Table Data
- Calculate Data in a Table or Worksheet

Lesson 8: Presenting Data Using Charts
- Create a Chart
- Modify Charts
- Format Charts

Lesson 9: Analyzing Data Using PivotTables and PivotCharts
- Create a PivotTable Report
- Analyze Data Using PivotCharts