



2913 Saturn Street Suite G. Brea, CA 92821
Telephone (800) 550-8783 Fax (714) 528-0530

MS Excel for Beginner (In-Home Training)

18 Hours

Objective: This Course is designed to make the beginner user familiar with using MS Excel and making and managing spreadsheets

Course Syllabus

Course covers several items including but not limited to the following

- Introduction to Excel
- Creating your first spreadsheet
- Adding information to worksheets and moving Data
- Managing Worksheets and formatting cells
- Smart formatting tricks
- Viewing and Printing worksheets
- Building Basic formulas

Cost of In-Home Training Courses

- **Cost** **\$2,569**

Books and Supplies

- Textbook
- Workbook
- Windows 10 & Microsoft Office 2016 Learning CD
- Excel 2016 Essentials Quick Reference Guide
- Typing Software
- Voice Recorder
- USB Drive
- Webcam
- 2 Pens
- 2 Pencils
- 1 Highlighter
- 1 Notepad

Instructor will meet the student in person on each session (100% In-Home) or provide online training (100% remote) or provide hybrid (in-home and online 60-40) blended training.

Cost mentioned herein is based on 100% onsite training some discount may be available for 60-40 In-home or 100% Remote. On some occasion additional charges may apply, ask for details.