



# MICROSOFT EXCEL 2013 TRAINING

**WEDNESDAYS 1:00-4:30PM**

Session	Date	Topic Covered	Levels of Training	Seminar Price
Level I – Session 1	1/27/2016	Excel Basics/ Editing the Worksheet/ Changing Appearance, Formulas and Functions	<b>LEVEL I</b> Both sessions <b>\$125.00</b> + <b>**FastCourse Text Book \$24.95</b>	\$45 No book
Level I – Session 2	2/3/2016	Inserting Rows & Columns, Hiding Info, Alignment & Indent, Formatting, Borders & Fills, Charting		\$45 No book
Level 2 – Session 1	2/17/2016	Conditional Formatting, Cell & Range Naming, Managing Multiple Sheets with Linking, Using Advanced Functions (SUMIF, COUNIFS, IF, AND, OR, PMT , FV)	<b>LEVEL 2</b> Both sessions <b>\$125.00</b> + <b>**FastCourse Text Book \$24.95</b>	\$45 No book
Level 2 – Session 2	2/24/2016	Goal Seek, Scenerio Manager & Subtotals, Utilizing Graphics, and Templates, Tables, Outlines & Lists!		\$45 No book
Level 3 – Session 1	3/16/2016	Lookup Functions, PivotTables, and Macros, Grouping, Consolidating, Data Validation, Auditing, Comments & Worksheet Protection	<b>LEVEL 3</b> Both sessions <b>\$125.00</b> + <b>**FastCourse Text Book \$24.95</b>	\$45 No book
Level 3 – Session 2	3/23/2016	Sharing Workbooks in a Collaborative Environment, Integrating Excel with the other Microsoft Office Products		\$45 No book
Advanced Users– Tips & Tricks	3/30/2016	Excel Power Tips and Tricks for the Advanced User – Learning to Use the Software Effectively	<b>\$55 Includes Handouts</b>	

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Microsoft Office Specialist (MOS) – Practice Exams & 1 Testing Voucher with Retake (Exam 77-420) add **\$175**

Excel Expert MOS – Practice Exams & 2 Testing Voucher with Retake (Exams 77-427 & 77-428) add **\$295**

\*\* Upgrade your Textbook to Excel 2013 Comprehensive with Microsoft Office 180 day Trial Software and Video library for an additional \$50!

