

# Pre-Registration

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**The fee for the training workshop is \$90 and must be paid in advance\*.**

Yes, Sign me up!

I enclosed my check or money order.  
Make payable to: **CAC of Pike County**

  
(By Telephone)

**\*Must give a 24 hour notice for cancellation. No refunds if cancellation is less than 24 hours prior to day of class.**

Please mail or fax the completed form to:



941 Market Street  
Piketon, Ohio 45661  
Phone: 740.289.2371  
Toll Free: 1.866.820.1185  
FAX: 740-289-4291  
[www.businessdevelopmentprogram.org](http://www.businessdevelopmentprogram.org)

941 Market Street, P. O. Box 799  
Piketon, Ohio 45661



# Microsoft Office Excel 2010 Level 2 Training Workshop



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**Microsoft Office  
Excel 2010  
Level 2 Training  
Workshop**

The Microsoft Excel 2010 Level 2 Training Workshop is a hands-on course that teaches participants how to use Microsoft® Office Excel® 2010 to streamline and enhance spreadsheets with templates, charts, graphics, and formulas.

**Prerequisite:** Should already be using the basic components of Microsoft Excel or have completed Microsoft Excel 2010 Level 1 and have experience with web browsing.

**Training Curriculum**

- Apply Cell and Range Names
- Calculate Data Across Worksheets
- Use Specialized Functions
- Analyze Data with Logical and Lookup Functions
- Create and Modify Tables
- Format Tables
- Sort or Filter Data

- Use Functions to Calculate Data
- Create a Chart
- Modify Charts
- Format Charts
- Create a PivotTable Report
- Filter Data Using Slicers
- Analyze Data Using PivotCharts
- Insert and Modify Pictures and ClipArt
- Draw and Modify Shapes
- Illustrate Workflow Using SmartArt Graphics
- Layer and Group Graphic Objects
- Customize the Excel Environment
- Customize Workbooks
- Manage Themes
- Create and Use Templates

**WHEN / TIME:**

Wednesday

February 18th, 2015

8:30 a.m.— 4:30 p.m.

**\*Lunch Provided!**

**WHERE:**

Ohio State University

Endeavor Center

1864 Shyville Road

Piketon, Ohio 45661

**FEE:** \$90



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