

## **Basic Excel** <sup>[1]</sup>

The purpose of the Basic Excel course is to provide participants with techniques that will allow them to perform practical tasks in Excel. The class content will include shortcuts, formatting, filters, formulas, and Pivot Tables/Pivot Charts. *Participants should bring a laptop or other device to the class so they can actively engage in the exercises.*

**Program Level:** Basic

**Prerequisites:** None

**Advanced Preparation:** N/A

**Instructional Method:** Group-Live

**Instructor:** [Justin Church](#) <sup>[2]</sup>

**Recommended CPE Credit:** 2.0 Hours

**Field of Study:** Computer Software and Applications

### **Course Objectives:**

At the end of the course, participants will be able to:

- Save time by utilizing shortcuts;
- Format Excel data by changing font, merging and centering, and adding borders;
- Filter Excel data by adding filters and using Text Filters and Filter by Color;
- Separate data in one column into several columns with Text to Columns;
- Use SUM, SUMIF, VLOOKUP, and IF formulas; and,
- Consolidate data in Pivot Tables and represent data graphically using Pivot Charts.

### **Program Policies** <sup>[3]</sup>

#### **NASBA Statement:**

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