

COMPUTER TRAINING

Fostoria Learning Center

Winter 2019

Excel 1 2/7/19 9a—4:30p \$135

An in depth look at getting started in Excel. Students will learn to build a spreadsheet from scratch by entering and editing text, values, and formulas. Students will also learn about managing large workbooks and customizing Excel. This course also covers simple functions, basic formatting and printing shortcuts.

Excel 2 2/21/19 9a—4:30p \$135

Students will learn more advanced formulas. They will learn how to analyze data by using text, logical, lookup, date and financial functions. The course also covers looking at data through tables and charts. Finally, they will create pivot tables and pivot charts.

Excel 3 3/7/19 9a—4:30p \$135

Students will learn to automate worksheet functionality, use auditing tools, add Sparklines, create scenarios, perform a what-if analysis, and perform statistical analysis with the Analysis ToolPak. They will also learn how to consolidate data, link cells in different workbooks, and export data.

Excel Basics 1/24 & 1/31/19 \$75

For the student who has no Excel experience. Offered over two evenings. 4—6p or 6:30—8:30p. Focus will be on creating a basic spreadsheet with data entry, formulas, formatting, and printing.

PowerPoint Beyond 3/28/19 8:30a—12:30p \$75

You have created a few basic PowerPoint files over the years and are now ready to go to the next step. In this 1/2 day session students will learn to add SmartArt, animations, and transitions as well as how to edit master slides.

Fostoria Learning Center

342 Perry Street

Fostoria, Ohio

To register for computer classes contact:

Tami Norris

419-267-1497 or visit

register.trainwithcts.com

Registrations close 2 business days prior to class date.

Classes must have a minimum of 4 people to run.



Company Training

- We can set up training for your employees on topics such as Access, Excel, OneNote, SharePoint, and more!