



Career Moves at JVS in Skokie offers

Microsoft® Intermediate Excel 2010

This seminar provides INTERMEDIATE level training in MS Excel for creating spreadsheets. Topics include:

Creating Complex Formulas: Order of mathematical operations, creating and copying a formula using relative references and using absolute references

Working with basic functions: Identifying the parts of a function, working with arguments of a function, using a basic function, using AutoSum, using the Function Library using the Insert Function command

Sorting Data:

Doing basic sorting, custom sorting, sorting multiple levels, changing the sorting priority

Outlining Data:

Outlining data using Subtotal, showing and hiding data, viewing groups by level, removing groups and subtotaling, creating your own groups

Filtering Data: Using data filter, adding multiple filters, clearing a filter, using search to filter data, using advanced text, date, and number filters

Formatting Tables: Using Format as Table command and Table Styles, Modifying tables and Table Styles options, adding rows and columns to formatted tables

Introduction to Conditional Formatting: Using the IF Function

Date: Monday and Thursday, January 22nd and 25th, 2018

Time: 1:30 pm to 4:30 pm
One - 15 minute break

Place: **JVS Skokie**
Goldie Bachmann Luftig Building
5150 W. Golf Rd.
Skokie, IL 60077

Fee: **Active Clients \$20.00 Non Clients \$40.00**

Prerequisites and Registration Link:

https://jvschicago-syhum.formstack.com/forms/intermediate_microsoft_excel_2010_seminar

Inquiries: SandraSaltzman@jvschicago.org

Perquisites: Before you may register for JVS classes in Microsoft® Intermediate Excel 2010, you must meet the requirements on the Registration link page

Class size: limited to 10 attendees, on a first come basis