

Microsoft Excel 2003—Level 2



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TechSkills offers only instructor-led classes. Our classes are limited in size so you have more hands-on interaction with the instructor. We provide experienced instructors, quality training materials and competitive pricing.

This Level 2 course expands on knowledge of Microsoft Excel Level 1.

Course Content

The IF function is reviewed and expanded on. Linking cells, worksheets, workbooks and Excel to Word is practiced. Database management is covered in detail, including sorting, data form, subtotal command, filtering and pivot tables. Other functions covered in Level 2 are: VLOOKUP, COUNT, ROUND, CHOOSE, CONCATENATE, WEEKDAY, DATEVALUE, YEAR, MONTH, and RAND.

Pre-requisites

- Proficiency in basic Excel
- Windows experience

Certificate offered

Participants receive a certificate of completion

Registration

Register in person, or online at www.skillsforchange.org/techskills/register

More information

Please call 416-658-3101 ext. 216

Start Date	Day of the Week							Location	
	S	M	T	W	T	F	S	Toronto	Brampton
Feb. 9			✓		✓			✓	
Time	Weeks		Hours		Fee				
6:30p - 9:30p	2		12		\$80				

TechSkills
AFFORDABLE TRAINING

Toronto
791 St. Clair Avenue West

Brampton
21 Nelson Street West

www.skillsforchange.org/techskills