



www.compvisions.com
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Computer Visions Course Outline

Get What You Want

We offer highly customizable group training courses: desktop applications, web development, networking & operating systems, technical certification, professional development & skills, help desk.

Get It When & Where You Want It

All Computer Visions courses are available for presentation on-site or off-site for your convenience. We can roll out any combination of courses at one or more locations anywhere in the United States, according to your requirements and time table. Just let us know and we'll work with you!

Corporate Training Solutions

Corporations look to us to train their employees. Why? Because our proven training methods have increased employee proficiency and productivity. We assign one person to each of our corporate clients to ensure quality service, and we also offer extranet Web registration, management, reporting and billing for all clients. Simplicity, quality and outstanding service are our hallmarks.

Consulting Solutions

Microsoft Excel: Level 1

Description:

This one-day course covers all the essentials of Microsoft Excel. Excel is an incredibly powerful tool for getting meaning out of vast amounts of data. But it also works really well for simple calculations and tracking almost any kind of information. The key for unlocking all that potential is the grid of cells. Cells can contain numbers, text or formulas. You put data in your cells and group them in rows and columns. That allows you to add up your data, sort and filter it, put it in tables, and build great-looking charts.

Course Outline:

Unit 1: Getting Started

Topic A: Spreadsheet terminology

Topic B: The Excel environment

Topic C: Navigating a worksheet

Topic D: Using a template

Unit 2: Entering and Editing Data

Topic A: Entering and editing text and values

Topic B: Entering and editing formulas

Topic C: Saving and updating workbooks

Unit 3: Modifying a Worksheet

Topic A: Moving and copying data

Topic B: Moving, copying, and viewing formulas

Topic C: Absolute and relative references

Topic D: Inserting and deleting ranges, rows, and columns

Unit 4: Functions

Topic A: Entering functions

Topic B: AutoSum

Topic C: Other common functions

Unit 5: Formatting

Topic A: Text formatting

Topic B: Row and column formatting

Topic C: Number formatting

Topic D: Conditional formatting

Topic E: Additional formatting options

Unit 6: Charts

Topic A: Chart basics

Topic B: Formatting charts

Consulting is about trust, service and accountability. Our consulting division is one of the fastest-growing around. Why? Clients trust us to provide excellent service and expertise. Visit our consulting section for more information.

Classroom and Computer Rentals

Need space and equipment to conduct specialized presentations or classes? We can help. With our world class classrooms and state of the art projection and presentation equipment, we take care of the details so you can have a successful presentation.

Unit 7: Graphics

Topic A: Working with pictures

Topic B: Conditional formatting with graphics

Topic C: SmartArt graphics

Unit 8: Printing

Topic A: Preparing to print

Topic B: Page Setup options

Topic C: Printing worksheets