



www.compvisions.com  
16 Corporate Woods Blvd.  
Albany, NY 12211

# 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.

## Microsoft Excel: Level 2

### Description:

This Microsoft Excel course takes students on a journey that highlights the upper-level skills of this powerful software. Over the course of 7 modules, students will get a look at conditional formatting, slicers, Power View, the Inquire Add-In, tables, records and fields, using Excel as a database, custom AutoFill lists, comments, tracking changes, and linking, consolidating, and combining data.

### Course Outline:

#### Unit 1: Managing Workbooks and Worksheets

- Topic A: Viewing large worksheets
- Topic B: Printing large worksheets
- Topic C: Working with multiple worksheets
- Topic D: Linking worksheets with 3-D formulas
- Topic E: Using multiple workbooks
- Topic F: Linking workbooks

#### Unit 2: Advanced Formatting

- Topic A: Using special number formats
- Topic B: Working with themes
- Topic C: Other advanced formatting

#### Unit 3: Outlining and Subtotals

- Topic A: Outlining and consolidating data
- Topic B: Creating subtotals

#### Unit 4: Cell and Range Names

- Topic A: Creating and using names
- Topic B: Managing names

#### Unit 5: Data Structure and Tables

- Topic A: Sorting and filtering data
- Topic B: Working with tables

#### Unit 6: Web and Sharing Features

- Topic A: Saving workbooks as Web pages
- Topic B: Using hyperlinks

**Consulting Solutions**

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: Documenting and Auditing**

Topic A: Auditing features

Topic B: Comments in cells and workbooks

Topic C: Protection

Topic D: Workgroup collaboration

**Unit 8: Templates and Settings**

Topic A: Changing application settings

Topic B: Working with templates