



MICROSOFT EXCEL® 2013, BEGINNER

Recommended for anyone who hasn't worked with formulas or charts before, or those with little to no experience with Excel. It's also a great refresher course for those who haven't used Excel in a while. Learn how to navigate the Excel user interface (Tabs, Ribbons, & Quick Access Toolbar). Learn keyboard shortcuts to speed up various tasks. Create, open, close, save, preview, and print a spreadsheet. Use AutoSum to add numbers. Understand cell references in formulas, and how to perform basic calculations. Use formulas to add, subtract, multiply, and divide numbers, calculate percentages. Learn how to AutoFill (copy) formulas. Much of the class will be devoted to creating formulas.

DATE	TIME	MEMBER	JUP	NON MEMBER	INSTRUCTOR
FEBRUARY 6, 2018	8:00 AM - 4:00 PM	\$215	\$0	\$315	FRANK PIPERATO
MARCH 1, 2018	8:00 AM - 4:00 PM	\$215	\$0	\$315	FRANK PIPERATO
APRIL 4, 2018	8:00 AM - 4:00 PM	\$215	\$0	\$315	FRANK PIPERATO
JUNE 1, 2018	8:00 AM - 4:00 PM	\$215	\$0	\$315	FRANK PIPERATO

MICROSOFT EXCEL® 2013, INTERMEDIATE

Create more complex formulas using Absolute Cell References (address that won't change when you copy the formula), and the Order of Operations. Combine data from different sheets located within the same workbook (file). Link data from different workbooks (files). Use Validation to improve speed and accuracy of data entry, set limits on what can be entered, add drop-down lists and pop-up explanation boxes. Use Pivot Tables and Pivot Charts to analyze large spreadsheets. Use Conditional Formatting to make critical data stand out by changing the appearance of values (negative numbers turn red) or cell background colors (background of cells with highest numbers turn green).

DATE	TIME	MEMBER	JUP	NON MEMBER	INSTRUCTOR
FEBRUARY 15, 2018	8:00 AM - 4:00 PM	\$215	\$0	\$315	FRANK PIPERATO
MARCH 14, 2018	8:00 AM - 4:00 PM	\$215	\$0	\$315	FRANK PIPERATO
APRIL 10, 2018	8:00 AM - 4:00 PM	\$215	\$0	\$315	FRANK PIPERATO
JUNE 11, 2018	8:00 AM - 4:00 PM	\$215	\$0	\$315	FRANK PIPERATO

MICROSOFT EXCEL® 2013, ADVANCED

This course takes users to a high level of knowledge using financial topics available in Excel such as financial functions, auditing and Charts. Working with lists, working with macros and user-defined functions, using basic analysis tools, using advanced analysis tools, using business analysis tool, new features in excel 2013 and additional features in office 2013

DATE	TIME	MEMBER	JUP	NON MEMBER	INSTRUCTOR
FEBRUARY 21, 2018	8:00 AM - 4:00 PM	\$215	\$0	\$315	FRANK PIPERATO
MARCH 29, 2018	8:00 AM - 4:00 PM	\$215	\$0	\$315	FRANK PIPERATO
APRIL 27, 2018	8:00 AM - 4:00 PM	\$215	\$0	\$315	FRANK PIPERATO
JUNE 18, 2018	8:00 AM - 4:00 PM	\$215	\$0	\$315	FRANK PIPERATO

PREREQUISITE: Introduction to Windows or comparable experience. Must be proficient with mouse and keyboard.

COURSE NOTES: Students will use 2013 version in class. Laptop computers and software provided.

Breakfast and lunch are not provided.

LOCATION: LEARNSOFT TECHNOLOGY TRAINING CENTER

Torrey Pines Bank Building, 4350 Executive Drive, Suite 100, San Diego, CA 92121

Software Classes are held at Learnsoft Technologies
4350 Executive Drive, Ste 100 San Diego CA 92121