



Want to learn about Excel or become a better user?

Human Resources is proud to offer this computer application training to the City of Plano on the following dates:

June 20, 2012 Excel 2010 **Basics**, 8:30 A.M.-Noon

June 26, 2012 Excel 2010 **Beyond Basics**, 8:30 A.M.-Noon

(NOTE: All sessions will be held at the Plano Municipal Center, Training Room A)

Microsoft Excel 2010 Basics

- How to determine document information such as file size, etc.
- How to manage print requests
- How to configure and customize the Office tabs and Ribbon-groups
- Create spreadsheets using data and text
- Create budgets with date totals, averages and other formulas
- Use Budget data to create Excel Charts and Graphs
- Change and format Excel Charts and graphs

Microsoft Excel 2010 Beyond Basics

- Use Sparklines and Slicer to better analyze numeric data with graphs
- Learn how to use Excel as a tool to manage and format data
- Explore Excel's powerful arithmetic features
- Create Tables of Excel data
- Use the filter feature to analyze Excel data
- Navigate and manage large worksheets



Register Today by using PeopleSoft Self-Service

(Limited to 20 seats per session)

Offered in partnership with:



Human Resources
TRAINING SECTION

