

**Department of Clinical Education presents**  
**Intermediate Excel**

**Course Description**

Microsoft Excel is a spreadsheet software program that allows you to make quick and accurate numerical calculations. Excel provides the tools to create financial reports, statistical analysis and to manage investment portfolios. This is an intermediate level class for the individual who has been using Excel for basic spreadsheets and wants to learn the tools and techniques for creating more professional looking reports.

**Course Objectives**

- Upon successful completion of the course, the participants should be able to:
- Format and enhance the worksheet.
  - Adjust column and row width and height.
  - Format cells and ranges.
  - Work with numerical data.
  - Apply borders, shading and color.
  - Create charts using the Chart Wizard.
  - Format charts and change the options.
  - Use the 3-D View to rotate charts.
  - Preview and print worksheets and workbooks.

**Prerequisites**

Introduction to Excel, a basic understanding of Spreadsheets and the Windows environment, and some typing skills are desirable.

**Instructor**  
 Phyllis Sharum, Computer Training Educator

**Times & Dates**  
 • Feb 16, 2010; 8:30 am-12:00 pm

**Location**  
 • St. Joseph Hospital, Sister Frances Dunn Building, Classroom 6B – Computer Lab

**Fees & Requirements**  
 • No deposit required. **Open to St. Joseph Hospital Staff only.**  
 • Space is limited. Register early!

FAX (714-744-8580) or deliver Registration Form for Intermediate Excel Feb 16, 2010

Name: _____	License #: _____
Address: _____	Organization: _____
City/State/Zip: _____	Position/Unit: _____
Home Phone: _____	Work Phone: _____