

Microsoft Excel 2002 (XP)

The Need: Increased Competence in Microsoft Excel Software

Almost every company can benefit from having employees maximize their proficiency with essential desktop software applications such as Microsoft Excel.

Whether you are seeking entry-level training for new hires or advanced training to facilitate transition to new roles, comprehensive employee training in this critical office application is essential to maximize productivity across a wide range of job roles.

In most cases, helping your employees in key roles to move beyond a basic understanding of Microsoft Office tools and into the time-saving intermediate and advanced features will yield sharp productivity increases.

In short, any workforce can benefit greatly from improved proficiency with Microsoft Excel.

The Solution: Maximize Employee Productivity with Targeted Desktop Software Training

E-learning is the perfect solution for Microsoft Office training: the courses are cost-effective, convenient,

interactive, and consistent. Training is offered at every skill level to provide your employees with comprehensive coverage of both basic and sophisticated features.

Through Online Training Center (OTC), companies can select and deliver effective training for the familiar software tools of the Microsoft Office suite: Word, Excel, PowerPoint. Courses are packaged into three-course bundles to provide each employee with training at increasing skill levels – employees can boost proficiency in each application quickly and cost-effectively.

Microsoft Excel 2002 (XP) - Classes:

Microsoft Excel 2002 (Office XP):

Level 1 - If you've ever managed a budget by using paper, pencil, and calculator, you know the limitations: filling out the ledger sheets, calculating and recalculating totals, redesigning sheets to add or delete columns or rows, and so on. The beauty of Excel lies in its ability to simplify these tasks.

Microsoft Excel 2002 (Office XP):

Level 2 – In this course, you will learn formatting techniques, and the ease of working between multiple worksheets.

Microsoft Excel 2002 (Office XP):

Advanced - In this course, you will explore how to work with advanced features of Microsoft Excel 2002 and various advanced techniques for analyzing and manipulating data in Excel.



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Microsoft Excel 2002 (XP) by Element K

Element K is a leading provider of instructor-led courseware and e-Learning solutions for technology and business skills. Element K has a 20-year history in computer training and is a pioneer in courseware development and e-Learning. The company launched its e-Learning offering in 1996, making it the first company to offer interactive IT content on the Web. Today, Element K offers more than 1000 online courses in information technology and business skills. Its engaging and interactive online training solutions feature collaborative, instructor-facilitated online courses, self-paced tutorials, vLabs® hands-on exercises on remote hardware, professional certifications, a comprehensive reference library and KnowledgeHub, and a next-generation learning management system.

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