

# SimplyTraining

## Excel 102 Online Course

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**18 Course Hours**

**24/7 Online Access**

**Course Fee: \$180 + Tax**

**Certificate Course**

**Assigned Instructor**

**Prerequisites: Excel 101**

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### Course Description:

In this hands-on course, you will expand your knowledge of using Microsoft® Excel, a powerful tool for organizing and analyzing data. You will take your basic knowledge and master the skills that you need to create tables, charts, graphics, work group collaborations, use financial and logical functions, use date and time functions and manage workbooks.

This course is set apart from any other Excel Course, as you will gain experience with our hands-on exercises that provide step-by-step instructions that prepares you to work with Excel in a business. The video tutorials offer more than just demonstration of using Excel, they provide many tips and tricks. Also, you are assigned to an instructor to help during the course and answer questions.

This course simply provides exceptional value! Join the thousands of Canadian who have completed our courses successfully and are working with the Excel Program confidently.

### Excel 102 Course Topics:

- ✓ Working with Tables
- ✓ Sorting and Filtering Tables
- ✓ Working with Charts
- ✓ Creating column, bar, pie, map and funnel charts
- ✓ Using spark lines
- ✓ Adding pictures, online shapes, icons and 3D models
- ✓ Inserting smart art and organizational charts
- ✓ E-mailing a workbook
- ✓ Converting worksheets into a web page
- ✓ Inserting hyperlinks
- ✓ Using financial functions
- ✓ IF and IFS functions
- ✓ Understanding date and time functions
- ✓ Adding a date and a date interval
- ✓ Subtracting dates
- ✓ Using templates
- ✓ Creating templates
- ✓ Creating a workspace
- ✓ Comparing two workbooks side by side
- ✓ Using data consolidation

## The Course Includes:

- Getting Stated Guide and Course Outline
- Assigned instructor for support to answer questions
- Excel 102 Course Manual (online to print)
- Excel 102 Course video tutorials
- Excel 102 Course exercises
- Excel 102 Lesson quizzes
- 2 months access to course materials, anytime from anywhere 24/7
- Certificate upon completion

**Note:** Students are required to supply or have installed on their computer the Excel Program. Simply Training does not supply the Excel Program.

## Course Requirements and FAQ:

**What are the prerequisites?** This is an Excel intermediate course and students must have completed the Excel 101 course or an equivalent Basic Excel Course.

**Who should take this course?** The Excel 102 Course is open to anyone who has basic Excel skills and want to take their Excel knowledge to an intermediate level.

**When can I get started?** Our courses are on-demand, you can start anytime, today or when your schedule permits.

**How does this courses work?** Once registered, you will receive a welcome email with your login to access the course student page and to get started. On the course page, the lessons are laid out in an easy step-by-step format, with a Getting Started Guide and a Course Outline. The lessons comprise of a video tutorial, the lesson manual, an exercise and a short quiz to check your knowledge.

**Where can I access the course from?** This course is online and can be accessed 24/7 from anywhere using a computer with internet.

**How long does the course take?** You have two-months access to the course; an access expiry date is assigned with your Login email. The hours to complete this course is approximately 18 hours. On average, for people who are not working will complete the course in one to two weeks. For people who are working, on average it takes two to three weeks to complete. Course completion is left to the discretion of the registered student.

**How Do the Video Tutorials Work?** The video tutorials are accessed from the course students page and are easy to view. The videos can be viewed many times, from anywhere, at any time, so you can learn at your own pace and on your schedule.

**Which Excel Programs does this course use and is applicable to?** Students can use Excel 2007, 2010, 2013, 2016, 2019 or Office 365.

**What are the Computer Requirements?** A computer with internet connection to access the course Student's Page and to access and view the video tutorials, Windows OS and have the Excel Program installed on your computer to complete the exercises.

**How do I contact the instructor for questions or if I need help?** Your instructor is there to help you succeed in the course and is in communication with you during the course. You will submit completed exercises, and the instructor them and provides feedback. You can also contact your instructor by email and we offer online support to students as needed.

**Do I Receive a Certificate?** Yes, a certificate is issued to students who successfully complete the required course exercises and quiz submissions.

**Do you provide Verifiable hours for CPD (Continuing Professional Development) credits?** Yes, we provide students with a letter upon request.

**How Do I Register?** We offer easy online registration, select the Register button on the page. We accept payment with Visa, MasterCard, PayPal, and e-Transfer. We do not accept American Express or Visa-Debit Cards.

Registration and payments are secure, and we do not share or sell your information. If you prefer to register over the phone, please give our office a call (855) 422-5861.

*Note: We reserve the right to make changes or modify content at any time without notice.*