

Course Description:

This course provides students with useful computer skills utilized in today's workplace. The course focuses on Microsoft Excel skills utilized in a variety of office settings. This course is customized to address needs of each group of learners based on their preparation level and learning objectives.

Topics Required for Completion

- Navigating Workbook
- Understanding the Application and Workbook Window
- Use of Ribbon components
- Use AutoSum
- Create your own formulas
- Create functions using Formula
- AutoComplete
- Use AutoFill options
- Formatting Options
- Charts and Graphs

MISSION STATEMENT

The mission of Oxman College is to elevate the individual and collective skill levels of the trainees whom it serves in order for them to secure gainful, permanent, and long-term employment. It is committed to the pursuit of quality and excellence in human resource development by fostering relationships and consistently providing a level of service exceeding the expectations of our clients. Oxman College stresses the importance of not only going through the structured and systematic training but also of implementing what is learned.

OFFICE AUTOMATION I



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