



Microsoft Office Excel 2010

“Work with Ease”

Training by Georgiann

Hands On Class Room Training for

North Orange County Community College District



Wednesday, October 29, 2014, 9:00 a.m. – 12:00 noon, Wilshire Center, Room 18

**Tuesday, November 18, 2014, 3:30 – 6:30 p.m., Anaheim Campus,
Staff Development Lab, room 307**

*Learn to Work with Ease with **Pivot Tables, Charts and Macros***

In this **Advanced** Excel 2010 "*Pivot Tables, Charts and Macros*" training class, you will learn the following:

- * Pivot Tables and Charts enable you to focus only on the elements that you wish to analyze with the interactive worksheet table/chart that you can use to summarize and analyze large amounts of worksheet data quickly. Pivot Charts are interactive charts that graphically represent the data in a Pivot Table report.
- * A Chart shows a thousand numbers, like a picture says a thousand words. Charts make it easier to spot trends, highlight important changes and compare individual figures. Learn how to create, modify and format charts.
- * Macros: create a program to automate repetitive, time consuming tasks to be done for you.



*Georgiann is an instructor for LACCD (Los Angeles Community College District), Economic & Workforce Development Department . . . She is a certified **Microsoft Office Specialist** and has completed the **Certified Technical Trainer (CTT+)** courses. Georgiann has over **15 years experience** in the IT industry and has worked in a variety of industries. She provides corporate training, private coaching, business services and has planned and led transition/upgrade trainings on new software.*

*Georgiann looks forward to showing you how to **“Work with Ease” on Excel 2010!***