



Advanced Word and Excel 2010 Course Outline
4 hours

Advanced Word 2010

- Mail Merge
- Working with Templates
- Applying References and Hyperlinks
- Attaching existing data source to a document
- Working with charts
- Advanced Graphics
- Creating Forms

Advanced Excel 2010

- Charts
- Working with multiple worksheets
- Using more complex formulas
- Using drawing tools
- Summarize data from multiple sources
- Analyzing and Organizing Data
- PivotTables

Classes will be conducted by Pennsylvania Highlands Community College