



SOMAR TECHNICAL

Software Training

**COURSE OUTLINE
AND DESCRIPTION**

INFORMATION ABOUT OUR CLASSES.

TO THE CUSTOMER

Thank you for your interested in Somar Technical. We strive to provide our customers with full knowledge on the most common and essential software used in today's work place. Most people only scratch the surface of these popular software. Here at Somar Technical, we understand the importance and positive impact that truly knowing a software can have at work and/or your personal tasks. This is why we focus on teaching, helping, and providing you with the tools and knowledge to utilize everyday software to its full potential!

IN PERSON CLASSES

If you are interested in taking our in-person classes, please refer to our website to view our class schedule. All classes are held in Houston, Texas. We also provide on-line video tutorials specific to certain topics.

ON-LINE TUTORIALS

You can proceed to our website and select the Videos button. A sign-up page will pop up, we use this to create a customer list for future newsletters and notifications. You will need to sign up to get access to our video library. Once in the library you can search for the corresponding video that you are looking for. Each video is labeled exactly as the Tutorial No. for easy searching. The purchase of the video will walk you every step of the way to complete the tutorial.

CONTACT US

If you have any questions or comments, please visit our website or drop us a line at info@somartech.com or give us a call at 832-592-7523.

Thanks again for your interest in Somar Technical.



EXCEL 2016

BASICS PART 1

Who should take this class?

This class is for beginners and users that want to know more about Excel. We will cover the basics and work on assignments to reinforce what is lectured. This is great for students, individuals with limited or no training, and even those that are self-taught.

Topics to be covered.

- Creating a new Workbook
- Using/Manipulating Worksheets
- Familiarizing yourself with the Ribbons
- Modifying and Manipulating Cells
- Working with row and columns
- Understanding Ranges
- Basic Formula Examples
- Formatting Text/Cells
- Printing

BASICS PART 2

Who should take this class?

This class is for individuals that have completed Basics Part 1 or understand all topics covered in Part 1. The student for this class should be someone that has worked for Excel for some time and are considering developing a more technical knowledge in Excel.

Topics to be covered.

- Working with Tables
- Working with Data
- Creating Charts
- Sharing Workbooks
- Adding Images
- Introduction to Vlookup and Hlookup
- Introduction to IF functions
- Introduction to Pivot Tables



SOLIDWORKS



EXCEL 2016

1-ON-1 TUTORING

If you would like to get personalized assistance at your home or office, please contact us. We offer 1 hour blocks for tutoring. The recommendation is to have the student work on our free tutorials ahead of time and schedule a tutoring slot for assistance on any of our tutorials. These tutorial packets are free on our website located on our Downloads page.

- If you are looking into training of a specific feature of SolidWorks or Excel that is not part of our free tutorial packages please call us so that we can create a customized lesson plan.
- If you are looking into training a group of 2 or more, please call us to discuss pricing.
- In person tutoring is only provided for Houston and nearby suburbs.