



compustep.com

<https://compustep.com/course-offerings/>

### Online Course Summary

Read course descriptions and book your course selection by selecting the "availability" link

For corporate in-person software training, please contact CompuStep set up a quick and free consultation using this link:

### Book Consultation

Application	Course	Level	Length	Description, Schedule & Book Classes	Cost (\$ CAD)	Max Online Class Size
Excel	The Basics	1	1.5 hours	<a href="#">availability</a>	\$50	6
Excel	Entering & Manipulating Data	1	1 hour	<a href="#">availability</a>	\$50	6
Excel	Intro to Formulas	1	1.5 hours	<a href="#">availability</a>	\$75	6
Excel	Excel Essentials(fun & intensive)	1	3.5 hours	<a href="#">availability</a>	\$175	6
Excel	Charts & Graphs	2	1.5 hours	<a href="#">availability</a>	\$75	6
Excel	Your Data Right the First Time: Input Validation	2	3 hours	coming soon		6
Excel	Pivot Tables & Pivot Charts	2	3 hours	<a href="#">availability</a>	\$100	6
Excel	Applying Excel: Functions & Filters	2	1.5 hours	<a href="#">availability</a>	\$25	20
Word	Introduction to MS Word	1	1.5 hours	<a href="#">availability</a>	\$75	6
Word	Formatting & Styles in Depth	1	2 hours	<a href="#">availability</a>	\$100	6
Word	Word Essentials (fun & intensive)	1	3.5 hours	<a href="#">availability</a>	\$175	6
PowerPoint	Intro to PowerPoint	1	1.5 hours	<a href="#">availability</a>	\$150	6
PowerPoint	PowerPoint Essentials (fun & intensive)	1	4 hours	<a href="#">availability</a>	\$200	6
Google Sheets	The Basics	1	1.5 hours	<a href="#">availability</a>	\$75	6
Google Sheets	Entering & Manipulating Data	1	1 hour	<a href="#">availability</a>	\$50	6
Google Sheets	Intro to Formulas	1	1.5 hours	<a href="#">availability</a>	\$75	6
Google Sheets	Google Sheets Essentials (fun & intensive)	1	3.5 hours	<a href="#">availability</a>	\$175	6
Google Sheets	Charts & Graphs	2	1.5 hours	<a href="#">availability</a>	\$75	6
Google Sheets	Data Validation Techniques	2	1.5 hours	coming soon		6
Google Sheets	Pivot Tables & Pivot Charts	2	3 hours	<a href="#">availability</a>	\$150	6
Google Sheets	Google Forms and Sheets: A Powerful Team	2	2.5 hours	coming soon	\$125	6
Google Sheets	Applying Sheets: Functions and Filters	2	1.5 hours	<a href="#">availability</a>	\$75	6
Google Sheets	Creating a Dashboard	3	3 hours	coming soon		6
Google Sheets	Integrating Data Across Applications	3	3 hours	coming soon		6
Google Docs	Introduction to Google Docs	1	1.5 hours	<a href="#">availability</a>	\$125	6
Google Docs	Formatting and Styles in Depth	1	2 hours	<a href="#">availability</a>	\$100	6
Google Docs	Google Docs Essentials (fun & Intensive)	1	3.5 hours	<a href="#">availability</a>	\$175	6
Google Docs	Creating Reports and Integrating Data from External Sources	2	2.5 hours	coming soon		6
Google Slides	Introduction to Google Slides	1	1.5 hours	<a href="#">availability</a>	\$75	6
Google Slides	Google Slides Essentials (fun & intensive)	1	4 hours	<a href="#">availability</a>	\$200	6
Google Forms	Creating Basic to Advanced Forms for Data Collection	1	2 hours	<a href="#">availability</a>		6
Google Forms	Google Forms and Sheets: A Powerful Team	2	2.5 hours	coming soon	\$125	6
WordPress	WordPress Content Maintenance	1	1.5 hours	<a href="#">availability</a>	\$400	6
WordPress	WordPress site Administrator - Up and running from Scratch	2	6 hours	<a href="#">availability</a>	\$800	6

For more information, visit [compustep.com](https://compustep.com)

Canadian clients add HST