

INTRODUCTION TO MICROSOFT EXCEL



Excel is the world's premier spreadsheet software. Use Excel to analyze numbers, keep track of data, and graphically represent your information. Learn how to use the basic features of Excel.

This class incorporates a hands-on approach to learning.

Manage more data than ever, with increased worksheet and workbook sizes. Excel also makes jobs easier by providing an easy to use interface, and an array of powerful tools to help turn your data into usable information – and better information leads to better decision making!

Topics

- Open and close Excel
- Understand the Interface and the Backstage View
- Switch between Excel views
- Set up, preview, and print your workbook
- Use absolute referencing appropriately
- Learn about formulas and functions
- Use basic Excel functions, including SUM, AVERAGE, MAX, and MIN
- Use AutoFill and AutoComplete
- Add rows and columns
- Sort and filter data
- Use alignment options
- Learn to format text and numbers
- Apply borders
- Use conditional formatting



CLASSROOM SCHEDULE

October 14, 2020
8:30 AM - 4:30 PM
1 day class

COST
\$150.00

LOCATION
Central Georgia Technical College
3300 Eisenhower Pkwy
Macon, GA 31206

TO REGISTER, CONTACT
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