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
March 11, 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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