

GETTING THE MOST FROM 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 advanced 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

- Using 3D Worksheets
- Create Pivot Tables
- How to Find and Insert Functions
- Date & Time Calculations
- Using Text Functions
- Logical Functions
- How to Sort & Filter Data
- Use basic Excel Functions, including SUM, AVERAGE, MAX, and MIN
- Use Goal Seek
- Using the Subtotal Function
- Learn about Macros
- Learn how to Protect a Worksheet
- Use the VLOOKUP Function



CLASSROOM SCHEDULE

September 16, 2020
November 18, 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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