



Microsoft Excel Classes for Spring 2021

COST: \$150 per class

LOCATION: CGTC Macon Campus • 3300 Macon Tech Dr. • Macon, GA 31206

Basic Excel • 9:00 am - 4:00 pm

Participants will create, manage, and distribute professional spreadsheets for a variety of specialized purposes and situations. Learn to customize their Excel environments to meet project needs and increase productivity.

Intermediate Excel • 9:00 am - 4:00 pm

Learn to use Excel to analyze numbers, keep track of data, and graphically represent your information. Create and work with charts, create Pivot Tables and Pivot Charts, record and run macros and solve formula errors.

Advanced Excel • 9:00 am - 4:00 pm

Learn to save a workbook as a template, with colors, fonts, cell styles and themes, reference data using structured references or data in another workbook, protect a workbook from further editing and prepare a workbook for internationalization.

To register, contact:

CGTC Office of Continuing Education

☎ 478.757.3445 ✉ ceinfo@centralgatech.edu



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