

MICROSOFT EXCEL I

AN INTRODUCTORY COURSE



**Start organizing, analyzing,
and reporting data today.
No experience required.**

Even those who've never opened an Excel spreadsheet before can enter and analyze data quickly and efficiently. In this 12-hour course you'll learn the basics of:

- Creating and navigating spreadsheets
- Entering, moving, and copying data
- Formatting texts and numbers
- Getting started with formulas
- Using data entry short cuts
- Creating basic charts
- Managing worksheet windows

Cost is \$150 per student

APR 11, 13, 18 & 20 | 9:00A-12:00P
2403 N. 41st Street East, Muskogee, OK
Bld. C Computer Lab

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