



# Workforce Development Center

## MICROSOFT EXCEL

**LEVEL 1**

**LEVEL 2**

**LEVEL 3**

**CLASS MEETS TWO HALF-DAY SESSIONS  
8:00 AM TO 12:00 PM**

Wednesday, March 20, 2019  
Thursday, March 21, 2019

Wednesday, April 17, 2019  
Thursday, April 18, 2019

Wednesday, May 15, 2019  
Thursday, May 16, 2019

Wednesday, June 19, 2019  
Thursday, June 20, 2019

Topics include the new Ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; creating formulas and functions; formatting cell contents; inserting and deleting columns, rows, and cells; and working with charts.

**CLASS MEETS TWO HALF-DAY SESSIONS  
8:00 AM TO 12:00 PM**

Wednesday, March 27, 2019  
Thursday, March 28, 2019

Wednesday, April 24, 2019  
Thursday, April 25, 2019

Wednesday, May 22, 2019  
Thursday, May 23, 2019

Wednesday, June 26, 2019  
Thursday, June 27, 2019

Topics include working with large worksheets and workbooks; tables; inserting pictures, shapes, and SmartArt; templates; and complex formulas.

**CLASS MEETS TWO HALF-DAY SESSIONS  
8:00 AM TO 12:00 PM**

Wednesday, May 29, 2019  
Thursday, May 30, 2019

Topics include PivotTables and macros, data analysis, auditing and additional functions, and simultaneous editing.

**\$124.00**