

MICROSOFT EXCEL CLASSES

INTRODUCTION TO EXCEL

ITSW 1022 | \$229 | In Person

Excel proficiency continues to be one of the most in-demand skills employers are seeking. Do you have a solid foundation in this software? If not, this hands-on 12-hour workshop is for you! This class will introduce you to Excel, where you will learn how to:

- Create formulas and generate reports
- Perform mathematical functions
- Create charts and graphs

EXCEL INTERMEDIATE

ITSW 1046 | \$229 | In Person

Take your Excel skills to the next level! This class will teach you how to:

- Create informative, eye-catching charts and graphs
- Use data analysis tools and AutoFilter commands
- Perform lookup functions



EXCEL ADVANCED

ITSW 2048 | \$199 | In Person

This advanced training will refine your Excel skills. In this class, you will learn how to:

- Add functional and eye-catching custom controls
- Use advanced techniques for PivotTables
- Master the art of conditional formatting
- Create macros