

Advanced Microsoft Excel 2019

This course will provide interactive instruction for individuals seeking to learn the advanced techniques of Microsoft Excel 2019.

Course topics include:

- Entering data (review)
- Creating formulas and functions (review)
 - Review of how to start and finish a formula
- Adding comments to cells
- Working with alignment, text wrap, and merging cells
- Adjusting rows and columns - including hiding columns
- Finding and replacing data
- Printing and sharing worksheets
- Creating charts and PivotTables
 - Creating, using and editing
- Using power functions such as IF and VLOOKUP
- Linking Functions to other worksheets
- Password-protecting worksheets and workbooks
- Analyzing data and searching for duplicates
- Create and edit charts and graphics
- Auto fill for days, months, etc.
- Summing, sorting, and removing duplicates

Students will need to bring a flash drive each night of class to save projects.

Classes will be held Monday & Wednesday from 4:30 p.m. to 7:30 p.m. in the Jeff Tech IT Academy.

Course Code: 312

Course Length: 6 hours

Course & Supply Costs: \$149.00

Class Dates: TBA

[CLICK HERE REGISTER AND PAY ONLINE](#)

Classes are filled on a first come first serve basis.

Please contact the Adult Education Office by phone at 814-201-9837 or email to mnbundy@jefftech.edu for additional information.

As always, Thank you for choosing Jeff Tech!