

Advanced Microsoft Excel 2016

This course will provide interactive instruction for individuals seeking to learn the advanced techniques of Microsoft Excel 2016.

Course topics include:

- Entering data (review)
- Creating formulas and functions (review)
- 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
- Using power functions such as IF and VLOOKUP
- Password-protecting worksheets and workbooks
- Analyzing data and searching for duplicates
- Creating and running macros
- 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 Tuesday & Thursday from 5:00 p.m. to 8:00 p.m. in the Jeff Tech IT Academy.

Course Code: 312

Course Length: 6 hours

Course & Supply Costs: \$129.00

Class Dates: Fall 2019

You can register and pay for the class using a credit card online with the Online Registration and Payment system or, for those individuals that do not wish to pay online, print and complete the Evening School Application and submit the application and payment to Jeff Tech via US mail or in person at the school office. Classes are filled on a first come first serve basis.

[CLICK HERE REGISTER AND PAY ONLINE](#)

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

As always, Thank you for choosing Jeff Tech!