Introduction to Microsoft Excel 2019

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

Course topics include:

- Examine spreadsheet concepts and explore the Microsoft Office Excel environment
  - Overlook tabs and ribbons – briefly describe what all excel can do
- Create, open and view a workbook
- Formatting rows, columns, cells, and data
- Difference between a workbook and worksheet
- Save and print workbooks
- Enter and edit data
- Modify a worksheet and workbook
  - Using fonts, spacing, layouts, etc.
- Learn to use functions and formulas
  - Very basic formulas, learning how to start and finish a simple formula
- Filter and sort table data
- Inserting and deleting sheets
- Import and export data
- Freeze Panes
- Margins and Boarders

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: 311
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!