

Introduction to Microsoft Excel 2016

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

Course topics include:

- Examine spreadsheet concepts and explore the Microsoft Office Excel environment
- 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
- Learn to use functions and formulas
- Filter and sort table data
- Inserting and deleting sheets
- Import and export data
- Freeze Panes
- Margins and Borders

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: 311

Course Length: 6 hours

Course & Supply Costs: \$149.00

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!