



MICROSOFT EXCEL COURSES

WORKSHOP TITLE: Beginning Microsoft Excel

DESCRIPTION: Learn the fundamentals of creating and using Excel worksheets. The workshop will highlight the basics: entering and editing data, formatting, using functions, what-if analysis and charts. Learn to interpret and display your data in clear and understandable worksheets.

DATE FOR WORKSHOP: Saturday, March 10

TIME: 8:30am-5:00pm

WORKSHOP TITLE: Intermediate Microsoft Excel

DESCRIPTION: Make your worksheets rigorous and effective. This workshop will focus on the extensive set of tools in Excel: data validation, templates, database searching and sorting, data tables and pivot tables.

DATE FOR WORKSHOP: Saturday, March 17

TIME: 8:30am-5:00pm

WORKSHOP TITLE: Advanced Microsoft Excel

DESCRIPTION: Apply macros in your worksheets. This workshop will focus on using the macro recorder and the Visual Basic Editor to create macros that can turn complex and repetitive tasks into a single click! Make the ultimate use of Excel and tailor the macros to enhance workflow solutions.

DATE FOR WORKSHOP: Saturday, March 31

TIME: 8:30am-5:00pm

\$109/WORKSHOP FOR 8 FULL HOURS OF INSTRUCTION

\$272.50 FOR ALL THREE WORKSHOPS (A SAVINGS OF MORE THAN \$50!)

Register today with Ohlone College Community Education

ohlone.augusoft.net

For more information contact 510-742-2303 or comm_educ@ohlone.edu

Classes are held on the Ohlone Main Campus, located at 43600 Mission Blvd., Fremont, CA, Room HH-112

