Microsoft Excel 2016: Part 1
Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization.
You will:
• Get started with Microsoft Office Excel 2016
• Perform calculations
• Modify a worksheet
• Format a worksheet
• Print workbooks
• Manage workbooks

Target Student: This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2016 that is necessary to create and work with electronic spreadsheets. To ensure success, students will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Students should also be comfortable working in the Windows environment and be able to use Windows to manage information on their computers.

Tuesday/Wednesday, July 23 & 24, 2019
1:00 - 5:00pm
Instructor: Peggy Williams
Location: Weathers Business Bldg, Room 107

Cost: $180 per person, per class
*Deadline to enroll: July 10, 2019

Microsoft Excel 2016: Part 2
Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.
You will:
• Work with functions
• Work with lists
• Analyze data
• Visualize data with charts
• Use PivotTables and PivotCharts

Target Student: This course is designed for students who already have foundational knowledge and skills in Excel 2016 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data. To ensure success, students should complete Excel, Part 1 or have the equivalent knowledge and experience.

Tuesday/Wednesday, July 30 & 31, 2019
1:00 - 5:00pm
Instructor: Peggy Williams
Location: Weathers Business Bldg, Room 107

For more information, contact the Workforce Development Office
Cherri Barnard, 256.840.4152, cbarnard@snead.edu
Teresa Walker, 256.840.4211, twalker@snead.edu

Register Here:
www.snead.edu/tbiregistration