MICROSOFT EXCEL 2018
BOOTCAMP

MONDAYS AND WEDNESDAYS

FEB. 5 - FEB. 28 | 10 A.M. - 1 P.M.

CBTC | 660 CONCORD PKWY., N., CONCORD | RM. 9105 | DATATEL #88382

MONDAYS AND WEDNESDAYS

FEB. 5 - FEB. 28 | 6 - 9 P.M.

NORTH CAMPUS | 1333 JAKE ALEXANDER BLVD. S., SALISBURY | BLDG. 400 RM. 4126
DATATEL #88368

TUESDAYS & THURSDAYS

MAR. 20 - APR. 12 | 6 – 9 P.M.

SOUTH CAMPUS | 1531 TRINITY CHURCH ROAD, CONCORD | RM. 103A | DATATEL #88348

This course is designed to provide an overview of the many features of Microsoft 2016 Excel from Basic through Advanced levels, all delivered in a "boot camp style" of classroom instruction.

Students will learn to create and manipulate spreadsheets and charts, insert formulas and functions, as well as sort and filter results. In addition, students will learn to use pivot tables and slicers to meet business needs.

At the end of this course, students should feel confident in utilizing both basic and advanced features of Microsoft Office Excel 2016 in the workplace.

$70 REGISTRATION FEE

Book: Excel 2016 1-2-3 by CPI Training Solutions   ISBN# 978-1-58163-305-4. Please purchase your book prior to the first day of class.

Call **704-216-7222** or register online through WebAdvisor
(go to WebAdvisor, click "Students", then "Register
and pay for Continuing Education Classes")

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COMMUNITY COLLEGE

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