

MICROSOFT EXCEL 2016 BOOTCAMP

MONDAYS AND WEDNESDAYS

JUNE 4 - 27 | 6 - 9 P.M.

NORTH CAMPUS | 1333 JAKE ALEXANDER BLVD. S., SALISBURY | RM. 122 | DATATEL #90097

TUESDAYS & THURSDAYS

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

SOUTH CAMPUS | 1531 TRINITY CHURCH ROAD, CONCORD | RM. 103A | DATATEL #90096

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

REQUIRED TEXTBOOK

Microsoft Office 2016

Step by Step

ISBN: 9780735699236

Please purchase your book prior to the first day of class.

Here's how to purchase your book:

- Visit rccc.textbookx.com
- Select “Find Your Course”
- Under “Continuing Education” for Level
- Select your Course Title
- Press “See Course Items”

Please allow time to order and receive your book in the mail 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”)

