FastCourse Microsoft Excel 2016

(Two-Day Course)

Attend this training and learn:

- Introduction to Worksheets - Formatting

- Rearranging Data - Working with Rows, Cells and Columns

- Managing Multiple Worksheets

- Data Visualization with Charts and Images

- Organizing Large Amounts of Data - Sorting, Freeze Panes and Window Split

Textbook is included.

Register at the Continuing Education Building
located on the BRTC Pocahontas campus, College Drive,
Monday -Thursday between the hours of 8:00 a.m. and 3:30 p.m.

For additional information or alternate registration:
Call 870-248-4180, e-mail cally.shore@blackrivertech.edu,
or visit our website at www.blackrivertech.edu/community/cce
and click on Pocahontas Campus.

Corporate & Community Education

Date:

Thursday,
May 24 & 31

Time:

9:00 a.m. -
4:00 p.m.

*1-hour
Lunch Break*

Cost:

$130.00

Registration Deadline:

Monday,
May 14