Intermediate Microsoft Excel 2013

Attend this training and learn how to:

- Work With Large Worksheets
- Manage Multiple-sheet Workbooks
- Insert Clip Art, Pictures and SmartArt
- Use Templates, Graphics and Digital Signatures

When: Wednesday, May 21, and Thursday, May 22
9:00 a.m. – 3:30 p.m.

Cost: $99 – Includes Lunch, Book, and Flash Drive
$25 – *Special Pricing for Participants 50 and older*

Where: Continuing Education Building
BRTC Pocahontas Campus

Register at the Continuing Education Building located on the BRTC Pocahontas campus, College Drive, 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 pattib@blackrivertech.edu, or visit our website at www.blackrivertech.edu/community/cce and click on Pocahontas Campus.

Deadline to Register:
Thursday, May 15 or until class is full
Enrollment is limited to 20.

BLACK RIVER TECHNICAL COLLEGE
CORPORATE & COMMUNITY EDUCATION

The charge for this class is normally $149.00, but due to a Plus 50 Grant awarded to the BRTC Corporate & Community Education Department, we are able to offer this training at a reduced rate.