



Introduction to Microsoft Excel 2013

Attend this training and learn how to:

- Navigate and Edit a Worksheet
- Format Entries and Wrap Text
- Work with Formulas and Functions
- Create, Move, and Modify Charts

When: Fridays, October 31 and November 7
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:
Wednesday, October 29, or until class is full
Enrollment is limited to 20.



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.