



Introduction to Microsoft Excel 2013

Learn how to:

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

Monday & Wednesday,
August 3 & 5
9:00 a.m. - 3:30 p.m.

Intermediate Microsoft Excel 2013

Learn how to:

- Work with Large Worksheets
- Manage Multiple-Sheet Workbooks
- Insert Clip Art, Pictures & SmartArt
- Use Templates & Digital Signatures

Monday & Wednesday,
August 10 & 12
9:00 a.m. - 3:30 p.m.

Lunch and textbook will be provided for each class.

Register by Wednesday, July 29

Cost:

\$119.00 Per Class

Participants 50 and Older Will Receive a 50% Discount

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.

BRTC Corporate & Community Education

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

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

