



Introduction to Microsoft Excel 2016

(Two-Day Course)

Attend this training and learn how to:

- Format Sheets and Cells
- Manage Multiple Worksheets
- Visualize Data with Charts and Images
- Organize Large Amounts of Data and Perform Basic Calculations

Textbook is included.

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 zebulon.blansett@blackrivertech.edu,
or visit our website at www.blackrivertech.edu/community/cce
and click on Pocahontas Campus.

**Corporate &
Community
Education**

Date:

**Fridays,
February 17 & 24**

Time:

**8:30 a.m. -
3:30 p.m.**

***1-hour
Lunch Break***

Cost:

\$119.00

Registration

Deadline:

**Thursday,
February 9**

