



Microsoft
Excel

FastCourse Microsoft Excel 2016: Level 1

(Two-Day Course)

Attend this training and learn:

- Introduction to Worksheets - Formatting
- How to Rearrange Data - Working with Rows, Cells and Columns
- How to Manage Multiple Worksheets
- Data Visualization with Charts and Images
- How to Organize 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:

**Fridays,
March 1 & 8**

Time:

8:30 am - 3:30 pm

1-hour

Lunch Break

Cost:

\$125.00

**Registration
Deadline:**

**Tuesday,
February 19**

