FastCourse Microsoft Excel 2016: Level 2

(Two-Day Course)

Attend this training and learn:

- Advanced Formatting - Themes, Cell Styles, and Customizing Page Setup.

- Date and Time Functions, and Conditional Formatting.

- Advanced Functions for Text and Analysis - IF Criteria, and Troubleshooting Formulas.

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 29 &
April 5

Time:

8:30 am - 3:30 pm
*1-hour
Lunch Break*

Cost:

$125.00

Registration Deadline:

Thursday,
March 21