



Microsoft
Excel

FastCourse Microsoft Excel 2016: Level 3

(Two-Day Course)

Looking To Finally Be An Advanced Excel User?

Do you have an intermediate understanding of Excel but would like to break through to real mastery? Take your skills to the next level with our Level 3 (Advanced) Excel course. You'll soon be crunching data, using advanced formulas, and creating graphs and charts like a pro.

Attend this training and learn about:

- Working with Tables - Calculated Columns, Structured References, and Table Features.
- Financial Functions and What-If Analysis.
- Pivot Tables and Pivot Charts.
- Macros, Workbook Protection and Inspecting Workbooks for Compatibility, Lookup Function, and the Outline Features.

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,
April 26 & May 3**

Time:

8:30 am - 3:30 pm

1-hour

Lunch Break

Cost:

\$125.00

Registration

Deadline:

**Thursday,
April 18**

