

# ADVANCED EXCEL FOR BUSINESS AND INDUSTRY



**Target Audience:** associates who have used of Microsoft Excel and want to learn the advanced features.

Email questions to [hansley.emily@gaston.edu](mailto:hansley.emily@gaston.edu) prior to class if you need to learn specific items.

**During the four class sessions (12 hours total), trainees will learn:**

- How to summarize Data using 3D formulas
- How to use functions in lists
- How to create Macros
- How to use Macros
- Office Integration
- How to use the look up formulas
- How to use the Import Wizard

**When:** March 12, 19, 26 and April 2  
9am – 12pm

**Where:** Lincoln Campus  
511 S Aspen Street, Lincolnton, NC

**Cost:** \$96.00 a person including book and certificate

**Reservations:** Reserve your spot via email to Emily Hansley, Coordinator-Business and Industry, at [hansley.emily@gaston.edu](mailto:hansley.emily@gaston.edu). A confirmation email will be sent.

**Payment:** Letter of authorization to bill company. Please print, sign and return to Emily. Deadline for registration is close of business, **Tuesday, March 5, 2019**

**Participation:** Class size is limited. Minimum is 10 and maximum is 30 students.



## REGISTRATION INFORMATION

**Company:** \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Attach additional pages if needed)