


INTERMEDIATE EXCEL FOR BUSINESS AND INDUSTRY



Target Audience: people who have used some features of Microsoft Excel
Email questions to houser.emily@gaston.edu prior to class if you need to learn specific items.

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

- Charts and the difference between chart sheets and embedded charts
- Status bar calculations and functions
- Create and manage lists
- Sort and filter lists
- Charting data from different sheets
- Complex functions
- Using the form command
- Shortcuts to become more efficient
- PivotTables and PivotCharts

When:	February 12, 19, 26 and March 5 9am – 12pm	 Microsoft Excel
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 Training, at 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, February 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)