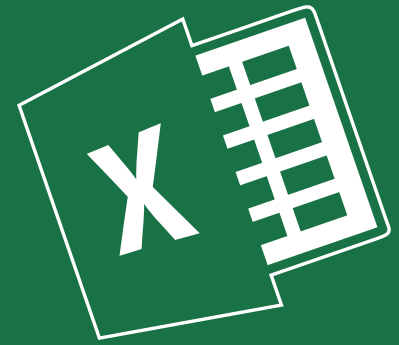


BASIC EXCEL FOR BUSINESS AND INDUSTRY



Target Audience: People who have never used or have used some features of Microsoft Excel.
Email questions to hansley.emily@gaston.edu prior to class if you need to learn specific items.

During class trainees will learn over the 3 sessions (total of 9 hours):

- The ribbons and where command buttons are located and best practice for quick access
- The difference between a formula and a function.
- How to edit a worksheet
- How data lines up in a cell
- The difference between text and numeric data
- How to select information in different functions
- How to edit and format a worksheet
- How to copy and paste
- And many shortcut to cut down on time
- How to manage a large worksheets

When: April 9, 16, 23 and 30, 2019
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 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, April 2, 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)