

# LEARN HOW TO USE Microsoft EXCEL

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DATE / TIME

Wednesday, Dec. 6, 2017  
9 AM – 4 pm



LOCATION

Cameron County Education Initiative, Inc.  
3140 E. Ruben M. Torres Blvd.  
Brownsville, TX 78526



COST

Only \$129  
(Includes all instructional  
materials, refreshments and 6  
CEUs or CPE)

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## OBJECTIVES

- Introductory to Microsoft Excel
- Expose employees to practical examples
- Discover the underlying functionality of Excel so they can become more productive
- Develop an exercise-oriented approach that allows learning by doing

## WHAT WE WILL COVER

- Saving and Organizing Files
- Creating a Worksheet and an Embedded Chart
- Formulas, Functions, and Formatting
- What-If analysis, Charting, and Working with large Worksheets