



Microsoft Excel Essentials Training

Supercharge Your Spreadsheets!

Do you use Microsoft Excel but wish you could use it more efficiently? Are you looking for tips to make your spreadsheets more powerful and easier to manage?

Then Excel Essentials is the class for you!

This 4-hour hands-on course will cover the following essential Excel tools and techniques:

- Basic formulas & functions
- Autofill & autofit
- Moving & selecting data
- Formatting techniques
- And more!

February 20, 2019
8 a.m.—noon

Price: \$129

(Discounts available for UA
faculty & staff and military)

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