

MICROSOFT EXCEL III

AN ADVANCED COURSE



Use the power of Excel for decision making, analysis, auditing & error trapping

Prerequisites for this expert level course: Excel 1 and 2 and/or experience and daily use. Excel 3, a 12-hour course, covers:

- Logical and lookup functions for decision making and reference
- Advanced formulas for auditing, error-trapping and arrays
- Special functions—date and time, text, and more
- Importing and exporting external data and cleaning it up for use: removing duplicate entries, non-printing characters, extra spaces, inconsistent capitalization, etc.

- Using Excel to manage list-based and tabular data
- The Analysis Toolpak
- Recording and running macros and creating forms



APR 10, 17, 24 & MAY 1 | 9AM - NOON

2403 N. 41st St. E., Muskogee, BLD C, Computer Lab
\$163, materials included

CONTACT TO REGISTER

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Instructor: Mark Miller, celebrating his 25th year as a corporate technology instructor with an extensive, diverse background in business and experience in on-site corporate technology training. Mark has taught a variety of software application, general business and management classes for multiple institutions and technology centers throughout central and eastern Oklahoma, incorporating “real world” business and industry experiences with all class instruction. Mark takes pride in being a well-disciplined, motivated and experienced instructor, with an impressive work ethic and masterful time management skills.