

MICROSOFT EXCEL II

AN INTERMEDIATE COURSE



Unleash the power of Excel's most complex capabilities.

Kick your skills up a notch with this 12-hour Advanced Excel training and discover:

- A more in-depth knowledge of Excel's ribbon, menus, and functions, including how to add your own tabs and groups.
- Time saving techniques to streamline data queries, data analysis and searches.
- Tips for creating charts, graphs and tables to wow your audience.
- How to use PivotTable reports and PivotCharts to filter and summarize your data and worksheets.
- Sort and filter tables.
- Structure references, validate, and transport data.
- Set up permissions and share workbooks.

While ICTC provides practice files and data, we take a work-and-learn approach to all training. Participants are encouraged to bring actual files and data from work so they can complete real-world tasks in a structured training environment.

Pre-requisite: Excel for Beginners and/or experienced with the basics of Excel and ready to move forward.

STARTING



MAR 25 - APR 3, MON & WED | 12:30PM - 3:30PM
2403 N. 41st St. E., Muskogee, BLD C, Computer Lab
\$150, materials included

CONTACT TO REGISTER

Kathy Adair, BIS & ACD Director
Kathy.Adair@ictctech.com | 918-348-7939



Instructor: Pauline (Polly) Moore has more than 30 years of experience working with computers as a computer technician, programmer, and software trainer for ICTC and through her own consulting business. Since the mid-90s, Polly has conducted a variety of training for ICTC, including Programmable Logic Controller programming for maintenance personnel and all levels of Microsoft Office suite for office and management personnel. An accomplished mixed media artist and silversmith, Polly has a passion for teaching computers and art to adults and holds the following degrees: Associate of Science Degree from Connors State College majoring in Drafting and Design, Bachelors of Science Degree from Northeastern State University in Industrial Technology, Associate of Science Degree from Oklahoma State University-Institute of Technology in Data Processing and Computer Programming and a minor in Accounting.