



Northwest Iowa
Community College

603 West Park Street
Sheldon, Iowa 51201

Phone 712-324-5061 or
toll free 1-800-352-4907, Ext. 105

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NEWS RELEASE

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HANDS-ON COMPUTER CLASS USING MICROSOFT EXCEL

Microsoft Excel software allows users to organize, format, and calculate data with formulas using a spreadsheet system broken up by rows and columns.

This course will expand on what was learned in “Discovering Excel 2010”, or for those students who have a basic knowledge of Excel and want to be able to filter and analyze data, use advanced formulas, use pivot tables and know how to link data to other software programs. More tips and tricks will be shared to help increase your efficiency and skill level.

Microsoft Excel has led the spreadsheet market for many years and continues to be the most popular spreadsheet program for both businesses and consumers.

Class information:

- Tuesdays from 6:00 pm – 9:00 pm on March 27 and April 3 at Northwest Iowa Community College in Room 204B, Section #29269 **OR** Wednesdays from 1:00 pm – 4:00 pm on March 28 and April 4 in the Sioux Center Library Computer Lab, Section #29268
- Cost: \$39
- Instructor: Twyla Vogel

To preregister: Call Northwest Iowa Community College at 712-324-5061 or 800-352-4907 and ask for Continuing Education.