



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.

If you have some experience with Microsoft Word, it is time to get hands-on practice discovering the tools and features of Microsoft Excel 2010! Learn how to create and organize spreadsheets that will save you time, help you communicate better and have a professional look. Integrated into the learning will be methods of sorting data, using simple formulas and how to insert colorful charts and graphs. Tips and time-saving tricks will also be shared.

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 February 28 and March 6 at Northwest Iowa Community College in Room 204B, Section #29275 **OR** Wednesdays from 1:00 pm – 4:00 pm on February 29 and March 7 in the Sioux Center Computer Lab, Section #29276
- 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.