

NEWS RELEASE

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MICROSOFT EXCEL 2013 INTERMEDIATE LEVEL COURSE OFFERED AT NORTHWEST IOWA COMMUNITY COLLEGE

If you have had a taste of using formulas in Excel, you probably realize that you can use formulas and functions for a multitude of calculations. In this class, we will dig deeper into how to use the capabilities of Microsoft Excel 2013 to perform simple and complex tasks using formulas, functions, filtering, and conditional formatting. Then students will work on the enhanced analyzing tools in Excel 2013 - Charts, Sparklines, Slicers, Pivot Tables and more. The use of VLOOKUP to find values in Excel lists or tables will also be explored. This class that will be held at Northwest Iowa Community College in Room 514H, Section #52196 on Thursdays, October 27 and November 3 from 5:30—9:30 pm **OR** in the Sioux Center Library Computer Lab, Section #52195 on Wednesdays, October 26 and November 2 from 12:30-4:30 pm. Twyla Vogel, Microsoft Office Specialist, will be the instructor for the class. The cost is \$69.

To register, call Northwest Iowa Community College at 712-324-5061 or 800-352-4907 and ask for Continuing Education.