

NEWS RELEASE

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603 West Park Street, Sheldon, Iowa 51201
Phone 712-324-5061 or toll free 1-800-352-4907, Ext. 105

Learn the Basics of Microsoft Excel 2013

If you have some experience with Microsoft Word, it is time to get hands-on experience discovering the tools and features of Microsoft Excel 2013. Excel is a powerful program that helps users to create and organize spreadsheets that will save you time, help you communicate better and have a professional look. In this class, the instructor will guide you through the steps of building a user-friendly worksheet, both for the reader and the creator. Then you will be introduced to the important formula/function feature in Excel. Learning how to use Excel formulas is very critical for the successful use of spreadsheet software. The more you learn about formulas, the more you will want to know! This class that will be held at Northwest Iowa Community College in Room 514H, Section #49286 on Tuesdays, March 15 and March 22 from 5:30—9:30 pm **OR** in the Sioux Center Library Computer Lab, Section #49287, on Thursdays, March 17 and March 24 from 12:30—4:30 pm.

Twyla Vogel, Microsoft Office Specialist, will be the instructor for the class. The cost is \$59.

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