

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

Microsoft Excel 2013 Skills Certificate Offered at Northwest Iowa Community College

This certificate program will provide you with a strong foundation for using Microsoft Excel in the workplace or at home. All classes will be on Friday afternoons from 12:30-4:30 in the Sioux Center Library computer lab. Students may take all three courses as part of the certificate program or individually. The **Beginner** class will be taught on March 14 and 21. 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! The **Intermediate** class will be taught on March 28 and April 4. 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, conditional formatting and if-functions. 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. The **Advanced Charting Bonanza** class will be held on April 11. Students will start with a multiple page workbook that includes different types of data. Many types of charts will be created with the data provided and then the students will learn the secrets of formatting charts into a user friendly summary worksheet.

Cost for taking all three courses is \$159. Cost for the individual two week courses is \$69 and the one week course is \$49. Twyla Vogel will be the instructor. Twyla serves as the Northwest Iowa Community College Continuing Education Business Coordinator. She has a Master of Business Administration degree from the University of Sioux Falls and is certified as a Microsoft Office Specialist. Twyla has many years of experience working with financial businesses and in teaching both basic and customized computer training for area businesses and individuals.

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

