



Northwest Iowa
Community College

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NEWS RELEASE

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Navigation Basics of Building a User-Friendly Microsoft Excel Worksheet Course at NCC

If you have some experience with Microsoft Word, it is time to get hands-on experience discovering the tools and features of Microsoft Excel 2010. Excel is a powerful program that helps users to create and organize spreadsheets that will save you time, help you communicate better and that 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!

Twyla Vogel will be teaching this class that will be held on Tuesdays from 1:00 pm – 4:00 pm on October 29 and November 5 in the Sioux Center Library Computer Lab, Section #37512 **OR** on Thursdays from 6:00 pm – 9:00 pm on October 31 and November 7 at Northwest Iowa Community College in Room 514H, Section #37513. The cost is \$39.

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