



**Western**  
 Technical College  
 BUSINESS AND  
 INDUSTRY SERVICES



# MS EXCEL TRAINING



For date information, call John at 608-785-9916 or  
 e-mail zimprichj@westerntc.edu

**\$89 per person,  
 per session**

Classes scheduled at La Crosse and Tomah Campus's

\_\_\_\_\_ # Attending

**Microsoft Excel - Level 1 (Beginner)**

This course helps students become familiar with the fundamental functions of Excel, including: creating spreadsheets, working with rows, columns and cells, formatting worksheets and performing basic calculations.

\_\_\_\_\_ # Attending

**Microsoft Excel - Level 2 (Intermediate)**

Learn to use templates, to create and modify charts, learn commonly used functions, absolute cell referencing, 3-D formulas, conditional formatting, sorting, and filtering data. Ideal for those who know the basic fundamentals of Excel and want to become more productive users.

\_\_\_\_\_ # Attending

**Microsoft Excel - Level 3 (Advanced)**

This course covers advanced features of Excel. We will learn how to create and modify PivotTables and PivotCharts, the Vlookup function, internal/external links, data analysis, and other time saving features. Ideal for users that want to use Excel to get more from their data.

Company: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_