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* **Cell selection and mouse pointer**
* **Entering and editing data**
* **Adjusting columns**
* **Formatting cells**
* **Working with numbers and dates**
* **Entering a Series Using AutoFill**
* **Printing worksheets**
* **Zoom Tools**
* **Creating Formulas**
* **Rearranging Data**
* **Managing Multiple Worksheets**
* **Using functions in formulas**
* **Using relative & absolute references**
* **Creating names for cells and ranges**
* **Create Charts to Compare Data**
* **Chart Tools**
* **Move and Size Charts**
* **Edit Chart Data**
* **Adding Images**
* **Adjusting view options**
* **Sort and Filter**
* **Printing Options**

**April 17th & 18th**

**6:00 pm – 9:00 pm**

**CTC Training Center**

**5330 Transport Blvd.**

**Columbus, GA 31907**

**COURSE CONTENT INCLUDES:**

**This course will provide you with the confidence, knowledge, and skills to work more efficiently in your day-to-day operation and be more of an asset in the workforce.**

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**$79/person**

**Book & Material Provided**



**EXCEL LEVEL I**

For more information or to register,

call Deana Beauford at **706-649-1454**

or email [**dbeauford@columbustech.edu**](mailto:dbeauford@columbustech.edu)