Microsoft Excel-Live Virtual Classes

About Live Virtual

The student has the choice to take it from home, office or come to our location. The classes are structured just like the traditional instructor led training. You will still receive the same courseware, curriculum and labs/exercises just like you receive in a traditional classroom setting. The only difference is that the Instructor is located remotely. The Instructor has the ability to monitor your labs/exercises and for any reason if you are falling behind, they will be able to assist the student remotely. Each session is recorded so that students have the ability to playback those sessions and practice the labs/exercises for up to 6 months and/or retake the class up to 6 months with no additional charge.

COURSE DESCRIPTION

Microsoft Excel - Level I
October 27, 2017 - 9:00 am to 4:30 pm
Fee: $25.00

In this course participants will create and edit basic Microsoft Office Excel 2016 workbooks. Participants will learn the basic elements on how to navigate the Excel user interface, use Excel commands, create and save a basic workbook, enter cell data, use Excel help, create worksheet formulas, insert functions, reuse formulas and functions, insert, delete, and adjust cells, columns & rows, search for and replace data, use proofing and research tools, apply text formats, apply number formats, align cell contents, apply styles and themes, apply basic conditional formatting, create and use templates, preview and print a workbook, set up the page layout, configure headers and footers, manage worksheets, manage workbook and worksheet views, manage workbook properties.

Microsoft Excel – Level II
November 3, 2017 - 9:00 am to 4:30 pm
Fee: $25.00

In this course, students will learn to calculate data with advanced formulas, work with ranges, use specialized functions, work with logical functions, work with date & time functions, work with text functions, sort data, filter data, query data with database functions, outline and subtotal data, create and modify tables, apply intermediate conditional formatting, apply advanced conditional formatting, create charts, modify and format charts, use advanced chart features, create a PivotTable, analyze PivotTable Data, present data with PivotCharts, filter data by using timelines and slicers.

REGISTRATION

Name: _____

Position: _____

Firm: _____

Address: _____

City/State/Zip:_____

Phone: _____

Fax:_____

E-Mail: _____
Please provide <u>your individual email</u>, confirmation notices will be sent <u>only</u> via e-mail.

Please visit our website for online registration
www.regional-alliance.org

Once you registered and make payment, you will receive an email with instructions on how to access the virtual class

Make checks payable to "Fund for the City of NY".

Mail to: Regional Alliance for Small Contractors P.O. Box 20094, PABT, New York, NY 10129

If you need additional information, please call 212-268-2991 or email pcamargo.rascny@verizon.net