

BUILD YOUR MICROSOFT SKILLS

EXCEL OFFICE 2016 Part 2

Presented By New Horizons at:

***The Office of Training and Safety-
107 Bridge View Drive***



This course empowers you to:

- Build upon your data manipulation skills and unlock more capabilities within the platform.
- Deepen your understanding of Excel by learning how to create advanced workbooks and worksheets.
- Create custom formulas, apply built-in Excel functions and manipulate data to extract the insights you need.

12 SEATS AVAILABLE

First Come|First Serve Availability

***Note: 48 hour notice is required for all cancellations.
You must wear your ID Badge for all training sessions.***