Microsoft Excel 2013 Classes

Kent State Trumbull is offering intermediate and advanced level classes in Microsoft Excel 2013 for professionals of all levels. Regardless of the role you play within your company, these classes will help you become more efficient and productive by helping you utilize more advanced functions and features of Microsoft Excel 2013.

NOTE: These are intermediate and advanced level classes, therefore students must have a basic understanding of Microsoft Excel (opening, creating, saving, printing spreadsheets, plus inserting, copying/pasting data) in order to enroll in any of the following courses. All classes will be held in the Workforce Development building on the Kent State Trumbull campus.

♦ Intermediate Microsoft Excel 2013 $70 / person
Friday, April 7, 2017 8:00—12:00 pm
This intermediate class will teach you how to insert & delete new worksheets, copy/move worksheets, modify columns/rows, how to format cells, and how to freeze panes. You will also learn how to create simple formulas, how to sort & filter data, and how to create & format tables.

♦ Advanced Excel 2013: Formulas & Functions $35 / person
Friday, April 21, 2017 8:00—10:00 am
This class will cover formulas including order of operations, creation of formulas, and the function library. You will learn how to identify a range of cells, rows, columns, & worksheets plus how to reference cells in formulas. You will also discuss how to create your own formulas for customized data analysis. You will also be engaged in hands-on activities to aid in learning.

♦ Advanced Excel 2013: Pivot Tables & Charts $35 / person
Friday, April 21, 2017 10:30—12:30 pm
This class will focus on creating, formatting, and modifying pivot tables. You will learn how to use pivot tables to gather, view, and analyze data. You will also learn about report filters, how to filter/sort columns/rows, how to sort & modify pivot tables including fields, and how to import external data. In addition, you will gain some formula & function tips that will enhance your pivot tables and charts.

For additional information or to register, please call (330) 675-8809 or email madkin12@kent.edu

Registration is due one week prior to class start date.
Full refunds will be given if withdrawal is provided one week prior to class start date.
If Kent State cancels class, students will be notified and may be transferred to another class or receive 100% refund.