

Microsoft Excel Advanced Level III Training at WestGate

Take your Excel skills even higher by attending USI's non-credit Excel Advanced Level III training. This Level III training is for very experienced users who want to go beyond the intermediate user level and learn advanced features.

The training will be six hours in length with a one-hour break for lunch. Training will be hands-on so participants **must bring their own laptop to the training**. A training manual will be provided to you at the training.

The content of the training will cover:

- database functions
- text functions
- advanced filter options
- creating and editing macros
- data analysis
- sparklines
- goal seeking with data tables
- pivot tables

DATE & TIME: February 17, 2022, 9am - 4pm Eastern Time with 1 hour break for lunch Noon-1pm ET.
Must register by February 11, 2022.

INSTRUCTOR: Mark Soper

LOCATION: WestGate Academy, 13598 E. WestGate Drive, Odon, IN, 1st Floor, Room 124

COST: \$300 per person, includes training materials; no meal or drinks provided, may bring your own.

To register visit <https://www.usi.edu/exceladvanced>. **Or, call 812-464-1989 and someone will assist you.** For more program information contact Paula Nurrenbern at pjnurrenbe@usi.edu or 812-461-5425.