

Microsoft Excel Intermediate Level II Training at WestGate

Take your Excel skills to the next level by attending USI's non-credit Excel Intermediate Level II training. This Level II training is for experienced users who have learned the basic knowledge of Excel spreadsheets and want to learn more functions.

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:

- Protecting spreadsheets
- Inserting formulas/functions
- Creating charts and using them in Word
- Formatting charts
- Adding comments
- Naming a range
- Finding/replacing data
- Sorting and filtering data
- Inserting shapes and images and using SmartArt

DATE & TIME: January 20, 2022, 9am - 4pm Eastern Time with 1 hour break for lunch Noon-1pm ET. **Must register by January 14, 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/excelintermediate>. **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.