

# MICROSOFT EXCEL I BASIC COURSE

## Sign Up Today!



An introductory Excel course can teach you the basics of Microsoft Excel, a spreadsheet program that's commonly used in business.

This class is designed for students to gain the skills necessary to:

- **Work with data:** Enter data, format it, and manage it using calculations
- **Create charts:** Insert and format different types of charts to visualize data and identify trends
- **Use formulas:** Learn essential formulas and how to use absolute references
- **Create tables:** Add columns and create data tables
- **Analyze data:** Use conditional formatting to highlight cells, emphasize values, and detect issues



March 25, 2026



9:00 AM to 4:00 PM



**There are only 10 spots available.  
Supervisors Approval needed. To register please  
see the link below or contact [Training@phl.org](mailto:Training@phl.org)**

**Please use the QR Code to register  
for Microsoft Courses**