



MICROSOFT EXCEL II

Sign Up Today!

Excel 2 course builds on the basic skills acquired in a introductory Excel course. It aims to deepen users' understanding and mastery of the program, focusing on more advanced features and functions.

Here are some key topics covered in the course:

- Advanced Formulas and Function
- Data Analysis Tools
- Conditional Formatting
- Working with multiple worksheets
- Charts and Graphs
- Sorting and Filtering
- Introduction to Macros
- Data import and Export



April 22nd, 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

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