PHL PNE

MICROSOFT POWERPOINT 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

October 9th, 2024

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