Beginning EXCEL

6-HOUR BEGINNING EXCEL WORKSHOP

September 15th (Tuesday) | 9 a.m.- 4 p.m. (1-hour lunch)
Cost: $75 / *Custom Fit Companies: $45
Seating Limited! Register Now!

UBTech Vernal Campus 450 North 2000 West, Room CB-116

Microsoft Excel is one of today’s most powerful and versatile business tools, but only if you are familiar with its basic functions, formulas, commands and keystrokes. This one-day workshop will teach you how to create and format spreadsheets, use common formulas and functions, generate charts, and work with simple data management tools. You’ll learn how to use fonts, borders, shading and more to produce spreadsheets that communicate better and really get attention. And you’ll learn lots of Excel tips to help you work faster and smarter than ever before!

*40% Custom Fit discount available for eligible companies, CALL BEFORE YOU REGISTER.
Custom Fit reduces tuition and book costs by 40 percent.
For questions or to sign up for Custom Fit contact:
Lezlee at 725.7109, lezlee@ubtech.edu or Heather at 725.7127, hlowry@ubtech.edu

Register Here: https://portal.ubtech.edu/Portal/Courses