

Computer and Technology

In addition to scheduled classes, we offer one-on-one computer training. If interested in this option, please contact workforceeducation@rctc.edu

Microsoft Office 2016 Excel - Beginner

February 13th, 2018 8:30 am – 12:30 pm
RCTC Heintz Center – Room HC109

\$99.00 Optional Book Fee \$45.00

Need to increase your Excel knowledge? This course is designed to teach you how to set-up Microsoft Excel to meet your needs. In this course you will explore Microsoft Excel and discover how to edit, view, format and print worksheets. This course will also introduce you to Formulas, Functions and Charts. Upon completion of this course, you will be able to:

- Design and organize worksheets
 - Make editing easy – copy, move, delete, insert or replace
 - Format Worksheets to meet your needs
 - Master basic Formulas and Functions
 - Create charts to show data in visual formats
-

Microsoft Office 2016 Excel - Intermediate

March 13th, 2018 8:30 am – 12:30 pm
RCTC Heintz Center – Room HC109

\$99.00 Optional Book Fee \$45.00

Increase your Excel productivity with this course! You will discover how to work with multiple worksheets as well as large worksheets and data sets. The course will also cover templates and worksheet protections along with linking formulas and hyperlinks. These topics will assist you in gaining maximum usability of Excel. Upon completion of the course, you will be able to:

- Easily work with large worksheets and data sets
 - Use existing templates and create your custom templates
 - Protect your workbooks and worksheets with passwords and protect cells
 - Use and manage multiple worksheets and link cells between worksheets
 - Create, edit and remove hyperlinks
-

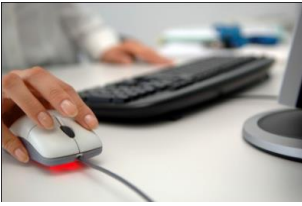
Microsoft Office 2016 Excel - Advanced

April 10th, 2018 8:30 am -12:30 pm
RCTC Heintz Center – Room HC109

\$99.00 Optional Book Fee \$45.00

Maximize the Excel program by learning tips and techniques in this course. You will discover how to create PivotTables and Macros to filter and summarize data quickly and easily. This course will also go into advance functions and formulas. You will learn how to maximize Excel to conduct data analysis. Upon completion of this course, you will be able to:

- Create a PivotTable and a PivotChart to filter how data is displayed
- Create, change and run a macro
- Use data analysis tools
- Create advanced formulas with IF Functions



Computer and Technology

What are you waiting for?

The time is **NOW** to tune up your skills in Microsoft Office Applications!
 Take the next step in your career by improving your IT skills.
 Show managers you have the skills to get the job done!

Register Today!

- Register online at [BWE Online Registration](#) to pay with Credit Card
- Email or fax in the form below and have our cashiers office call you to pay with Credit Card by phone
- Register by mail, fax (507-280-3168), or in person by filling out the form below
- No class confirmations will be sent. We will notify you ONLY if the class is canceled.

Class Name:

- MS Excel Beginner
 MS Excel Intermediate
 MS Excel Advanced

Name:	(Last)	(First)	M.I..
Social Security Number: <small>Not required, for identification only</small>		<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:
Home Address:		Apt/Unit #:	PO Box #:
City, State, Zip:		Phone:	
E-mail Address:		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
		Alt. Phone:	
		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Payment Required At Time Of Registration (does not qualify for financial aid)			
Student Signature:		Date:	
Payment Information: For payment and cancellation policies, please refer to our website: http://www.rctc.edu/workforce/information_pages/registration_information.html			
<input type="checkbox"/>	Check #:	By providing a check payment, you authorize RCTC to use the information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction. We will use your check to make an electronic fund transfer, funds may be withdrawn from your account the same day we receive payment, and you will not receive your check back from your financial institution. Mail registrations with check payment to: RCTC c/o Business & Workforce Education 851 30th Ave SE Rochester MN 55904	
<input type="checkbox"/>	Credit Card	<ul style="list-style-type: none"> • Credit card payment may be made using the BWE Online Registration • Our Cashier's office will call you to make payment with Credit Card by Phone after your registration is received and processed 	
<input type="checkbox"/>	Company Billing	Attn/Dept:	PO/Voucher #:
Company Name:		Work Phone:	
Company Address:		City, State, Zip:	