Improving others | Improving processes | Improving self

EXCEL COURSES

Intermediate Excel

This course will introduce you to charting features and database management in Microsoft Excel. You will design worksheets that meet Excel criteria for database functions, such as sorting and filtering. You will also learn how to link sheets and files together, demonstrate how to use the conditional functions and understand how to use essential list management.

DATE: Monday, December 7

TIME: 9:00 a.m. to 12:00 p.m.

LOCATION: via Zoom   **PRICE:** $79

REGISTER NOW AT:

WKU.EDU/CPD/INTERM-EXCEL

Pivot Tables

Pivot Tables and Pivot Charts are powerful tools available in Microsoft Excel that allow you to filter, sort, analyze, and summarize very large spreadsheets in incredibly flexible ways and transform that information into an easy to understand visual format.

This class is not for beginners, but if you know how to use the basic functions of Excel, it can help you step up your ability to get the information you need from your data AND share it with others in a concise, useful format.

DATE: Monday, December 14

TIME: 9:00 a.m. to 12:00 p.m.

LOCATION: via Zoom   **PRICE:** $79

REGISTER NOW AT:

WKU.EDU/CPD/PIVOT

Registration for each course is limited to 15 participants.

WKU®

CONTINUING & PROFESSIONAL DEVELOPMENT

Lifelong Learning | Career & Workforce Development
Training Resources & Event Planning Services

CPD@WKU.EDU | (270) 745-1912 | WKU.EDU/CPD