

# MICROSOFT EXCEL II

AN INTERMEDIATE COURSE



## Unleash the power of Excel's complex capabilities.

Kick your skills up a notch with this 12-hour Advanced Excel training and discover:

- A more in-depth knowledge of Excel's ribbon, menus, and functions, including how to add your own tabs and groups.
- Time saving techniques to streamline data queries, data analysis and searches.
- Tips for creating charts, graphs and tables to wow your audience.
- How to use PivotTable reports and PivotCharts to filter and summarize your data and worksheets.
- Sort and filter tables.
- Structure references, validate, and transport data.
- Set up permissions and share workbooks.

While ICTC provides practice files and data, we take a work-and-learn approach to all training. Participants are encouraged to bring actual files and data from work so they can complete real-world tasks in a structured training environment.

Pre-requisite: Excel for Beginners and/or experienced with the basics of Excel and ready to move forward.

STARTING



**TUESDAYS & THURSDAYS, DEC 4-11 | 8am-noon** | 2403 N. 41st St. E., Muskogee, BLD C, Computer Lab  
\$179, manual and flash drive included

### CONTACT TO REGISTER

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**Instructor: Mark Miller**, celebrating his 25th year as a corporate technology instructor with an extensive, diverse background in business and experience in on-site corporate technology training. Mark has taught a variety of software application, general business and management classes for multiple institutions and technology centers throughout central and eastern Oklahoma, incorporating "real world" business and industry experiences with all class instruction. Mark takes pride in being a well-disciplined, motivated and experienced instructor, with an impressive work ethic and masterful time management skills.