

# MICROSOFT EXCEL I

AN INTRODUCTORY COURSE



**Start organizing, analyzing,  
and reporting data today.  
No experience required.**

Even those who've never opened an Excel spreadsheet before can enter and analyze data quickly and efficiently. In this 12-hour course you'll learn the basics of:

- Creating and navigating spreadsheets
- Entering, moving, and copying data
- Formatting texts and numbers
- Getting started with formulas

- Using data entry short cuts
- Creating basic charts
- Managing worksheet windows



**OCT 9, 16, 23 | 8AM - Noon**

2403 N. 41st St. E., Muskogee, BLD C, Computer Lab

\$149, materials included

**CONTACT TO REGISTER**

April C. Murelio, Industrial Coordinator, Office & Operations  
April.Murelio@ictctech.com | 918-348-7945



**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.