Become more efficient in your office: Learn Microsoft Excel to make your job easier (Intermediate)

By the end of this course you will:

- Learn how to create different types of pivot tables to summarize and organize information very quickly
- Know how to use more advanced formulas such as 'if, then statement', 'sum if' formulas and 'v lookups'
- Be able to use shortcuts to become faster at navigating through excel

Annette Limon
1100 N. Grand Ave., Bldg. 40, Rm# 136
Walnut, CA 91789
Phone: (909) 274-4027
Fax: (909) 274-2937
E-mail: workforcetraining@mtsac.edu
WTC.MTSAC.EDU