

# EXCEL 2013

## INTRODUCTION TO EXCEL 2013

In this hands-on workshop series, you'll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links, and creating macros and custom toolbar buttons.



### Date:

March 17, 24, & 31, 2017

### Time:

8:30 a.m. – 11:30 a.m.

### Location:

Business Resource Center, Room 216  
630 W. 19th Street Merced, CA 95340

### Instructor:

Ahmad Ahmadi, WpLRC Instructor

### Cost:

\$145 per participant for  
the three-workshop series

## INTERMEDIATE & ADVANCED EXCEL 2013

In this hands-on workshop series, you'll learn how to create informative, eye-catching charts and graphs, and master charting, PivotTables, and other advanced features of Microsoft Excel 2013. Harness the power of Excel's data analysis tools and Autofilter commands, and see how easy it is to create macros that eliminate repetitive tasks. Set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and Excel's other time-saving functions to your repertoire.

In addition, you'll master the art of conditional formatting to highlight duplicate entries, become adept at importing external data using Excel's built-in Power Query tool, learn how use Excel's consolidation function to efficiently summarize data from multiple sources, and so much more

### Date:

October 21 & 28 and  
November 4, 2016

### Time:

8:30 a.m. – 11:30 a.m.

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To register call (209) 384-6224 or online at  
[www.mercedcommunityservices.com](http://www.mercedcommunityservices.com)  
(under Professional Development)



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