



INTRODUCTION TO MICROSOFT EXCEL



Join our beginning class on how to use Microsoft's electronic spreadsheet program. Learn basic terminology, the ribbon, spreadsheet tools, navigation, selecting cells and ranges, basic formulas, and data entry to create simple, yet effective, spreadsheets.

This workshop has everything you need to get started on the path to efficient data analytics and spreadsheet creation!

- Learn terminology
- Navigation
- Spreadsheet tools
- Cells and ranges
- Basic formulas
- Data entry
- Simple spreadsheets
- And more...

NEXT WORKSHOP:

Date: **TBD**
Time: **TBD**
Cost: **FREE**

Register: www.thesmartcenter.biz, [Resources](#), [Events](#)



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