



PRESENTS

### *Introductory Excel 2013*

This hands-on course, *Getting Started with Microsoft Excel, 2013*, is an introductory-level course. No prior experience is necessary. This course assumes the student has little or no experience with spreadsheets and starts at the beginning. You will learn terminology, familiarity with the user interface, spreadsheet concepts, how to perform calculations using formulas and functions, and some basic formatting.

The topics include:

- Basic spreadsheet terminology
- The Excel Window
- The 4 types of data
- Formulas and Functions
- Basic Formatting
- Insert/delete columns and rows

**When:** September 26 & 28, October 3 & 5 (four sessions), 10:00 am to 12:00 p.m.

**Where:** Dawson Community College, Main Hall, Room 146 - Computer Lab

**Cost:** \$95—includes hands-on instruction and training manual

**Registration:** Registration is limited and must be completed by Monday, September 25, at noon.

To register, please visit <https://www.dawson.edu/about-dcc/workforce-development>. Click on the Registration drop-down to download and complete the registration form.

Space is limited. Register early.

If you have any questions or need help with registration, contact Joe Drivdahl, Workforce Development Director, 406-377-9444 or [jdrivdahl@dawson.edu](mailto:jdrivdahl@dawson.edu).