



SNEAD STATE
COMMUNITY COLLEGE

Workforce Development

Microsoft Excel 2019

Cost: \$195 per person, per class

*Deadline to enroll: May 18, 2022



Microsoft Excel 2019: Part 1

Upon successful completion of this course, you will be able to create and develop Excel workbooks in order to work with and analyze the data that is critical to the success of the organization.

- Get started with Microsoft Office Excel 2019
- Perform calculations
- Modify a worksheet
- Format a worksheet
- Print workbooks
- Manage workbooks

Tuesday, June 7, 2022

8:00am - 4:30pm (Lunch on your own)

Instructor: Emmett Powell

**Location: Albertville Aviation College,
Room 117**

Microsoft Excel 2019: Part 2

Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.

- Work with functions
- Work with lists
- Analyze data
- Visualize data with charts
- Use PivotTables and PivotCharts

Thursday, June 9, 2022

8:00am - 4:30pm (Lunch on your own)

Instructor: Emmett Powell

Location: Albertville Aviation College, Room 117

For more information

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Register Here:

www.snead.edu/tbiregistration