



## NEWS RELEASE – City of Cottonwood, AZ

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### For Immediate Release

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**“BAC is presenting **Basic Excel** and **Intermediate Excel** during the month of May. These workshops are FREE.**

**Microsoft Excel Basics will be held at Yavapai College in Room G-103, on Wednesday, May 15<sup>th</sup>, from 2pm-4pm. Reservations are required!**

This course will provide an introduction to spreadsheet concepts and features of the Microsoft Excel program. Project activities will include:

- Creating worksheets and building charts
- Learning to use several different functions and using conditional formatting
- Exploring relative and absolute values as well as formatting options
- Developing your own worksheets
- Learning about special commands

**Microsoft Excel Intermediate will be held at Yavapai College in Room G-103, on Wednesday, May 22<sup>nd</sup>, from 11:30-1:30pm. Reservations are required!**

This course focuses on worksheets, functions, table filtering and data table creation in Microsoft Excel. Project activities will include:

- Quick review of basic functions
- Using templates and group worksheets
- Working with large worksheets
- Using functions, freeze panes, assumptions, absolute values, etc.
- Table filtering
- Creating a data table
- Preparing worksheets for the printer

**Please contact Andrea at the BAC to reserve your seat! 928-340-2740**