

# Excel Training Courses

## Learn Basic to Advanced skills for Microsoft Excel 2016

These classes will be held at Tomorrow's
Technology Today's Training Center. This is a
hands on workshop and each student will be
working from a PC to learn as they go.
Our classes include a 1 hour of follow-on Q&A
held via skype.



## Starter Course

## **Beginner Course**

Wednesday March 21, 2018 8:30 AM - 12:00 PM Wednesday March 28, 2018 8:30 AM - 12:00 PM

Wednesday April 4, 2018 8:30 AM - 12:00 PM Wednesday April 11, 2018 8:30 AM - 12:00 PM

Courses are located at our training facility: 501 North Eastern Avenue Saint Henry, Ohio 45883

If you are interested in an Intermediate or Advanced course, please call or email us today! sales@ttecht.com (419) 678-4600

## **Meet Your Instructor**

Michelle Clune is the President of Pivotal Business Solutions.





## Special Introductory Offer of \$125 / person, Contact Us Today!

\*non-refundable ~ reschedule up to 48 hours before the start of the first class\*



Register Online at: www.TomTechToday.com/exceltraining or Email Us at sales@ttecht.com or Call Our Office at 419-678-4600



## Choosing the Right Class For Your Experience

## PICK YOUR EXPERIENCE & FIND YOUR CLASS



#### **ROOKIE**

I have little or no Excel experience.

### **BEGINNER**

I know how to navigate around in Excel and can use a few but not all functions on the Home, Page Layout, and View Ribbons.





## **SKILLED**

I can proficiently use the Home, Page Layout, and Review Ribbons. I can do basic sorts & filters and do calculations with basic formulas and functions.



I can proficiently use the Insert, Formulas, & Data Ribbons in addition to the Home, View, and Page Layout Ribbons..



## Contact Us Today To Set Up Your Excel Class!

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