



Navarro College Continuing Education EXCEL I

This practical course covers the most commonly used features of Microsoft Excel. The course is aimed at beginners with limited or no experience using the Excel program. Major areas covered include the fundamentals of using Excel to enter and edit data, labels, and formulas; work with functions; format cells; print worksheets and save a workbook as a Web page. **The cost of this 8 hour workshop is \$52.00** and is presented by Navarro College Continuing Education.

To register for this class, please contact Navarro College Continuing Education:

Continuing Education
1900 John Arden Rd
Waxahachie, TX 75165
Phone: (972) 923-6441 (Waxahachie)
Phone: (903) 874-6217 (Corsicana)

SBDC Corsicana
3200 W. 7th Avenue
Corsicana, TX 75110
Phone: (903) 875-7667

SBDC Waxahachie
1900 John Arden Dr.
Waxahachie, TX 75165
Phone: (972) 923-6425

Email: SBDC@NavarroCollege.edu

<u>Date</u>	<u>Time</u>	<u>Location</u>
September 10	8:00-4:00 P.M.	Corsicana Campus
September 17	8:00-4:00 P.M.	Waxahachie Campus
October 4-6	6:00-10:00 P.M.	Corsicana Campus
November 1-3	6:00-10:00 P.M.	Corsicana Campus
November 1-10	6:00-8:00 P.M.	Waxahachie Campus

Training Locations

Navarro College, 1900 John Arden Rd, Waxahachie TX 75165
Continuing Education, Room 104

Navarro College, 3200 W. 7th Avenue, Corsicana TX 75110



Visit us online at www.NCSBDC.org or email SBDC@NavarroCollege.edu

Funded in part through a cooperative agreement with the U.S. Small Business Administration. Reasonable accommodations will be made to those individuals with disabilities, as well as to clients with limited English proficiency, who request such accommodations in advance.