



Intermediate Microsoft Excel



DESCRIPTION

Intermediate Excel is now offered to equip the learner with knowledge/skill to construct data tables and charts, apply attributes, utilize function keys and filter data. This program is applicable to those who have some elementary knowledge and usage of Excel or have taken the Introductory Excel Course and wish to expand their skills to more complex usage of the application.

OBJECTIVES

Upon completion of this course, the participant should be able to:

1. Identify three categories of formatting.
2. Recognize best practices of data table design.
3. Create and edit data tables with filtering/sorting controls.
4. Create and edit pivot tables.
5. Identify the format cells tabs including number, alignment, font, border, fill and protection.

TARGET AUDIENCE

Any Healthcare Professional

FEE \$35 Consortium Member \$70 Non-consortium Member

Cancellations and Refund Policy: Cancellations must be made prior to each program's cancellation deadline date as listed on its program details page in order to be eligible for a refund. If you paid a registration fee for your in-person or webinar program and cancel via the registration system by the cancellation refund deadline, you are eligible for a full refund (minus any material fee, if applicable) Refunds are typically processed within 10-15 business days after that.

Deadline for Registration: 1-22-2024

INSTRUCTOR

Jim Scarbrough, JHS Consulting, Columbia SC

Jim is a California native and following a 7 year stint in the US Navy, Jim was employed in the Defense Contracting business with General Dynamics. He has spent the past 20 years in the IT field beginning as a computer technician in the Navy. He has held positions as a technical writer, QA support analyst, Level 2 help desk analyst for a pharmaceutical research center and has instructed government finance personnel various Microsoft applications including Word, Excel, PowerPoint, and Access. He has resided in South Carolina since 2000 and currently owns/operates JHS consulting in Columbia, S.C.

**Tuesday,
March 26, 2024**

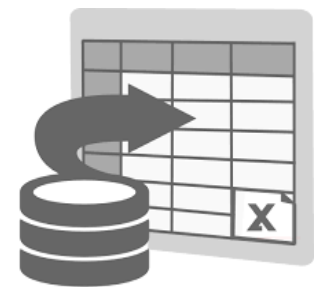
10:00am - 2:15pm Program

LOCATION

Florence Library
2nd Floor
509 S. Dargan St.
Florence, SC 29506

CREDIT

AHEC: This program is approved for 0.4CEU's (4.0 clock hours) by Pee Dee AHEC and meets SC AHEC Best Practice standards. Participants must attend 90% of the program and complete an evaluation in order to receive a certificate of attendance. No partial credit will be given.



Visit our website at scahec.net/learn/login
to register or contact Kimberly Morris at
843-777-5352 Kimberlymorris@mcleodhealth.org

