



# Introductory of Microsoft Excel



## DESCRIPTION

This program is designed to introduce “Basic Excel” functions for healthcare supervisors, directors, nurses, and other healthcare providers who would like to expand his/her knowledge and computer skills for application in the workplace.

## OBJECTIVES

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

1. Demonstrate multiple functions of the worksheet
2. Perform functions within the cell.
3. Format cells.
4. Arrange worksheets.
5. Discuss features and versions of different generation of Excel.

## TARGET AUDIENCE

Any interested healthcare professionals.

**FEE:** Consortium Member \$35 Non-Consortium Member \$70

Deadline to Register: May 19, 2024

**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) and our staff will be in touch with refund details — refunds are typically processed within 10-15 business days after that

## 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.

**Monday,  
May 20, 2024**

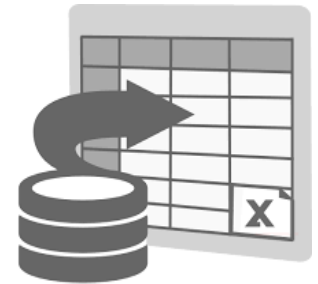
9:15am-9:30am Check-In  
9:30am-1:45pm Program

## LOCATION

Florence Library  
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 <https://www.scahec.net/learn/programs/3578>  
to register or contact Kimberly Morris at 843-777-5352  
[kimberlymorris@mcleodhealth.org](mailto:kimberlymorris@mcleodhealth.org)

