Intermediate Microsoft Excel for Healthcare Providers

DESCRIPTION
This program will 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. Use the "Number", "Alignment", "Font", "Border", "Fill", and "Protection" tabs of the Format Cell dialog box to apply formatting to cells.
2. Recognize best practices of data table design.
3. Create and edit data tables with filtering / sorting controls.
4. Use names in formulas in lieu of cell ranges.
5. Create and edit pivot tables.
6. Create and edit charts of data tables.
7. Add additional data to charts when table is updated.

TARGET AUDIENCE
Administrative Personnel & All Healthcare Providers

FEE
$85
Registration Deadline: January 10, 2026

CANCELLATION & REFUND POILICY
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.

Pee Dee AHEC
Area Health Education Center

To register, scan the QR code or contact Melissa Brock at
melissa.brock@mcleodhealth.org.

Monday, January 12, 2026

9:00am - 1:15pm

LOCATION
Horry County Adult Education Center
1808 Rhue Street
Conway, SC 29526

INSTRUCTOR
Jim Scarbrough
JHS Consulting,
Columbia, South Carolina
Jim is a California native and following a 7-year stint in the US Navy, he was employed in the Defense Contracting business with General Dynamics. He has spent the past 18 years in the IT field beginning as a computer technician in the Navy. Jim 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, South Carolina.

CREDIT
AHEC: This program is approved for 0.4 CEU'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.