BUSINESS
TECHNOLOGY
Technology Training Delivered Virtually via Zoom

Microsoft Excel Tips & Tricks .... **(Virtual)**

Come and learn how to create and troubleshoot formulas. Learn how to quickly navigate Excel worksheets and tabs, utilize common keyboard shortcuts, create a chart with one keystroke, use a feature called Flash Fill that automatically fills your data when it senses a pattern. We will cover printing tips and tricks, define and remove duplicates and blank cells, and how to utilize a Table to filter, and summarize data.

> **March 4, 2025**
> **9:00 to 11:00 am**
> **Presented by Kelly Hughes**
> **Fee: $60**

Next Level Excel .... **(Virtual)**

Our Next Level Excel course will build on your current Excel skills. This course will focus on Excel functions, including IF statements, IFS, SUMIFS, SWITCH, VLOOKUP/XLOOKUP, and date/time functions. Learn how to link worksheets, next level charting, and how to troubleshoot formulas and functions.

> **March 18, 2025**
> **9:00 to 11:00 am**
> **Presented by Kelly Hughes**
> **Fee: $60**

Microsoft Excel Tables & PivotTables .... **(Virtual)**

During this session, you will learn the powerful yet easy tool of using the Table feature to filter your data and then turn on a total row that will analyze your data automatically by providing built-in sum, average, and count functions. Then, learn about how Excel PivotTables quickly summarize, analyze, and chart your data. We will also discuss how to set the default PivotTable layout, format your PivotTable, and use the drill-down data feature.

> **April 1, 2025**
> **9:00 to 11:00 am**
> **Presented by Linda Muchow**
> **Fee: $60**

Registration Form

Session Date: _____

FIRST (LEGAL NAME)   MIDDLE

LAST NAME

Home Address _____   Daytime Phone _____

City _____ State _____ Zip Code _____

Email Address: _____
We are collecting your email address for communication, class confirmation notices, and marketing purposes. Email addresses are not distributed.

Birth Date

__ __ / __ __ / __ __

Providing this information assists us in maintaining accurate records. Data will remain confidential. Do not email SSN information.

Payment $_____ *Make checks payable to ATCC or Alexandria Technical & Community College*

☐ **Cash**   ☐ **Check Number**: _____

☐ **VISA**   ☐ **MasterCard**   ☐ **Discover**

Card No: _____

Expiration Date: _____ / _____

Name on Card: _____
PLEASE do not email credit card information.
Call 320-762-4510 or 888-234-1313 to make payment arrangements.

☐ **Billing Information** *(Prior approval required)*

Contact Name: _____
Organization: _____
Billing Address: _____
City State Zip : _____
Phone #: _____
Email: _____

Policy
Alexandria Technical & Community College is committed to a policy of equal opportunity and nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined in the Minnesota Human Rights Act, Minn. Stat. 363.01, subd. 23 is prohibited.

Email Addresses – Providing your email address will allow CTC staff to communicate with you via email. If appropriate, your email address may also be placed on a targeted email marketing list to profile upcoming classes, trainings, events, etc. offered by the Customized Training Department at Alexandria Technical & Community College. Email addresses are not distributed.

Cancellations – Class cancellations must be done three full business days before the class start date. No refunds for cancellations of less than three full business days.

Missed Classes – Refunds will not be issued for any missed class, full class fees are due.

Late Arrivals – ATCC reserves the right to reschedule anyone arriving late. In most cases, 100% attendance is required to successfully complete training sessions.

No Shows – A no call, no show is an absence from the class without notifying the Customized Training Center. Refunds will not be issued for anyone registered for a class and does not show or attend.

Accommodations and Dietary Restrictions - Please submit requests prior to class to the Customized Training Center via email at atcc-customized@alextech.edu or call 320-762-4510 or toll free 888-234-1313.

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