



The Excel Workshops on CEG

These state-of-the-art courses **Blends the Best** of traditional classes and the technological wonders of the web.

Our **Best of Both Worlds** blended format of instructor leadership combined with extensive asynchronous online materials includes:

- Weekly 1-hour **webinars**
- Recorded online **presentations**
- Extensive How-To **videos**
- Helpful **forums**
- Weekly **assignments**

Information@ContinuingEducationGroup.net

Bottom-Line Benefits

Basics and Intermediate Studies:

- The Basics of Navigating and Constructing Your Workbooks
- Formatting for Better Communication
- Introduction to Functions and Formulas
- Basic and intermediate Charts
- Sorting and Filtering
- Data Validation
- Cool Excel Tips and Tricks

Advanced Studies:

- Intermediate and Advanced Formulas
- Data Analysis
- Using Boolean Functions
- Intermediate and Advanced Charts
- Pivot Tables and Charts
- Using Microsoft Solver
- Statistical Process Control
- Many More Intermediate and Advanced Topics

Your instructor is **Continually Available** and strives for **Your Success!**