

MICROSOFT EXCEL WORKSHOP - LEVEL 1

Build Your Excel Confidence!

Whether you're new to Microsoft Excel or looking to strengthen your skills, this one-day hands-on workshop will help you gain the essential tools needed to work efficiently with data.

You'll learn how to organize, calculate, and analyze information while creating professional, easy-to-read spreadsheets. Upon completion, participants will have a solid foundation in using Microsoft Excel within the O365 environment or locally on Windows and Mac devices. Even experienced users will walk away with new tips and time-saving techniques!

Topics Include:

- Calculations – Perform basic formulas and functions
- Modifying & Formatting Data – Create clear, professional spreadsheets
- Managing Workbooks – Organize, revise, and update files efficiently

January 10, 2026

8:00 - 11:00 AM

DOROTHY INGRAM LEARNING CENTER
670 E. CARNEGIE DRIVE,
SAN BERNARDINO, CA 92408

FEE: \$10 PER SESSION



SCAN THE QR CODE
OR VISIT THE LINK
TO **ENROLL NOW**



bit.ly/ROPExcel
(909) 252-4572
ROP@sbcss.net