



PRESENTS

Digging Deeper into Microsoft Excel, 2013

This hands-on course, *Digging Deeper into Microsoft Excel, 2013*, picks up where the *Getting Started with Microsoft Excel* left off. This course assumes the student has some experience with formulas and functions, and the various data types. You will learn terminology and concepts and perform calculations using formulas and functions using challenging exercises.

The topics include:

- Understanding Functions and Arguments
- Logic statements
- IF Statements and conditional operators (<, <=, =, >=, >)
- Boolean Values (TRUE, FALSE)
- Nested IF Statements
- Conditional Formatting
- Lookup functions
- Payment functions
- Using Multiple Worksheets

When: October 31, November 2, 7, & 9, 10:00 am to 12:00 pm (this is a series)

Where: Dawson Community College, Main Hall, Room 146 - Computer Lab

Cost: \$95—includes hands-on instruction and training manual

Registration: Please register in advance. To register, please visit <https://www.dawson.edu/about-dcc/workforce-development>. Click on the Registration drop-down to download and complete the registration form.

If you have any questions or need help with registration, please contact Joe Drivdahl, Workforce Development Director, 406-377-9444 or jdrivdahl@dawson.edu.