



**Course Location:
AGC San Diego Training Center**

6212 Ferris Square
San Diego, CA 92121
858-558-7444 | 858-731-8155 (Education Department)
www.agcsd.org

Contact: Becca Schaffer Education Marketing Manager - bschaffer@agcsd.org

MICROSOFT EXCEL® 2013, BEGINNER

Recommended for anyone who hasn't worked with formulas or charts before, or those with little to no experience with Excel. It's also a great refresher course for those who haven't used Excel in a while. Learn how to navigate the Excel user interface (Tabs, Ribbons, & Quick Access Toolbar). Learn keyboard shortcuts to speed up various tasks. Create, Open, Close, Save, Preview, and Print a spreadsheet. Use AutoSum to add numbers. Understand cell references in formulas, and how to perform basic calculations. Use formulas to add, subtract, multiply, and divide numbers, calculate percentages. Learn how to AutoFill (copy) Formulas. Much of the class will be devoted to creating formulas.

**Date: January 17, 2017
March 14, 2017
May 9, 2017**

Time: 9:00 am - 3:00 pm

Course Tuition: AGC Members \$175 | Non Members \$275

MICROSOFT EXCEL® 2013, INTERMEDIATE

Create more complex formulas using Absolute Cell References (address that won't change when you copy the formula), and the Order of Operations. Combine data from different sheets located within the same workbook (file). Link data from different workbooks (files). Use Validation to improve speed and accuracy of data entry, set limits on what can be entered, add drop-down lists and pop-up explanation boxes. Use Pivot Tables and Pivot Charts to analyze large spreadsheets. Use Conditional Formatting to make critical data stand out by changing the appearance of values (negative numbers turn red) or cell background colors (background of cells with highest numbers turn green).

**Date: January 24, 2017
March 21, 2017
May 16, 2017**

Time: 9:00 am - 3:00 pm

Course Tuition: AGC Members \$175 | Non Members \$275



INSTRUCTOR: DOUGLAS BUSH

PREREQUISITE: Basic knowledge of the windows environment, basic keyboard skills

COURSE SERIES: BEGINNER & INTERMEDIATE MICROSOFT EXCEL® 2013

**Date: January 17 & 24, 2017
March 14 & 21, 2017
May 9 & 16, 2017**

Time: 9:00 am - 3:00 pm each day

Course Tuition: AGC Members \$325 | Non Members \$425

Registration: Online Registration Must be completed WWW.AGCSD.ORG

Cancellations and/or Changes Policy: Cancellation notification must be received in writing no later than three business days prior to the scheduled course date. Substitute registrants can be named at any time. A full refund - minus a 5% processing fee if paid by credit card - will be given if notification is received by AGC San Diego three business days prior to the course start date. If a cancellation is received within the three business day time frame, or if registrant(s) elects not to attend, attendee will forfeit the entire course fee. Those participants using AGC Journeyman Trust funds must adhere to the cancellation policy. If a late cancellation or NO SHOW occurs the participating COMPANY and not the AGC Apprenticeship Trust is liable for the tuition.

Payment: Payment can be made online by credit card or PayPal. Master Card, Visa, Discover and American Express are accepted. Checks to be made payable to AGC San Diego. Invoice option is only available for AGC San Diego Chapter members. Full course payment must accompany each registration for all attendees at least seven days prior to the course start date. Contact Inna Alizade in Accounting for payment confirmations, refunds or receipts. inna@agcsd.org