

N: Excel to New Heights: Creating a simple budget

Excel virtual class invitation!

We are excited to offer you an interactive micro-learning webinar that will provide knowledge on how to create basic formulas and use the fill handle.

Would you be interested in:

- Knowing how to easily create addition formulas?
- Creating a subtraction formula?
- Copying series and formulas in a flash?

Who should attend?

All team members interested in expanding their ability to use Excel are welcome!

Virtual class date and time

Tuesday, May 4, 2 to 3 p.m.

**Register through I-Learn by browsing for: CET3463
Excel to New Heights: Creating a simple budget.
After registering, you will receive a confirmation
email with further details for accessing the webinar.**



Objectives

The information shared in this course will help you use Excel to:

- Describe how to create an addition formula with AutoSum.
- Discuss the components of a subtraction formula.
- Explain how to use the fill handle to copy series and formulas to adjacent cells.

Class access instructions

Access instructions will be provided in your confirmation email from I-Learn after you register for the webinar.