

N: Excel Basics

Excel education class invitation!

We are excited to offer you a fundamentals class for **Excel** where the following business needs are reviewed:

- Collecting and organizing financial or patient data
- Entering information for review and analysis
- Developing professional reports for presentation
- Creating charts and graphs as a visual tool to monitor and evaluate financial or patient information

Who should attend?

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

Webinar date and time

Thursday, January 14, 8:30 a.m. to 3:30 p.m.

This course has been converted to a virtual course (Zoom) due to COVID 19. Please enroll and you will be contacted with further instructions.

Register through I-Learn by browsing for: z2093 Excel Basics. After registering, you will receive a confirmation email with further details.



Objectives

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

- Create a basic worksheet
- Format data appearance
- Perform basic calculations
- Print the worksheet contents
- Create simple charts