

Microsoft Office Specialist: Excel

Earn the MOS: Microsoft Office Excel certification!

Prerequisite:

LCT310 Introduction to Windows Environment or equivalent experience.

Requirements:

LCT0127 Introduction to Excel 2016 – Tuition \$199 / Fees \$35 (choose one)

Learn the fundamentals of spreadsheets in this course. Formatting cells, ranges, creating formulas, using functions to create and print worksheets will be covered.

LCT0127-001 80022	Monday	6/19	9am – 4pm	HPC123
LCT0127-002 80023	Saturday	7/8	9am – 4pm	HPC123

LCT0227 Intermediate Excel 2016 – Tuition \$199 / Fees \$35 (choose one)

Learn how to work with some of the advanced features in Excel including: charts, adding and formatting graphic objects and sorting and filtering data.

LCT0227-001 80035	Monday	6/26	9am – 4pm	HPC123
LCT0227-002 80036	Saturday	7/22	9am – 4pm	HPC123

LCT0327 Advanced Excel 2016 – Tuition \$199, Fees \$35

Learn how to customize workbooks, work with multiple data sources, collaborate with other users and enhance your spreadsheets using charts and graphic objects.

LCT0327-001 80045	Saturday	8/12	9am – 4pm	HPC123
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LWC0527 Microsoft Office Specialist Certification Self Prep Excel – LWC0527-900 80740 – Fees \$155

The Microsoft Office Specialist (MOS) certification demonstrates you have the skills and ability to use a Microsoft Office application. Prepare for the MOS Excel certification with a test preparation software tool which simulates the actual exam. Students will receive test preparation software and a certification exam voucher. Contact 847-925-6075 for more information.

This digital badge program can be completed in one semester.

Classes fill quickly!

Register today. Call 847.925.6300 or register online at harpercollege.edu/ce.

Visit us online at http://goforward.harpercollege.edu/ce/digital_badges/MOSExcel.php or call 847-925-6075 for more information.

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