

**Microsoft Excel**

This course uses the Free Training available at Microsoft Office Support Training for Excel, and Microsoft Office 365. It is a combination of Hands on Exercise's with available video support. We will cover most of the basic Excel functions including, managing cells and columns, copy & paste, sorting & filtering, drop downs, and of course formulas. Lastly we will teach you how to quickly find help with Excel issues after the class is over and you have returned home.

Agenda – Excel Class	
8.30 am - 9.00am	Registration
9.00am	Navigating Excel, & Managing Worksheets and Data
10.30am	Designing & Making Worksheets
12.00pm	Lunch (provided)
12.45pm	Sorting Data & Formulas
2:15pm	Formulas and Making Excel Work for You
3:15pm	End of Class Test

**Please indicate which Excel class you will attend.**


\_\_\_\_\_ January 18, 2023. Lansing  
 \_\_\_\_\_ January 31, 2023, Mt. Pleasant

**We have rented a computer lab for this class.  
 OR, BRING YOUR OWN LAPTOP  
 (must have Microsoft excel on it)**

Members: \$230 per attendee	Non-members: \$280 per attendee
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**WAYS TO REGISTER:**

**Website:** [www.mrwa.net](http://www.mrwa.net) log in to your account  
**Email:** [training@mrwa.net](mailto:training@mrwa.net)  
**Fax:** 517-657-2417  
**Mail:** MRWA, 2127 University Park Drive, Ste 340,  
 Okemos, MI 48864

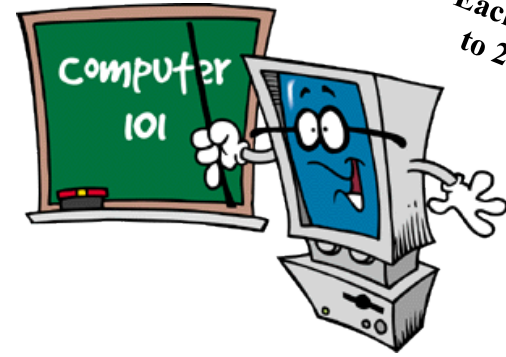



First and Last Name	Water / Wastewater Operator IDs
Community:	
Address:	
City/State/ZIP:	
Office Phone:	
Email:	
Name of Person Completing Form:	
Any dietary restrictions?	

**Payment/Cancellation Policy:** Payment is expected prior to class. Cancellations must be requested at least 3 business days prior to the start of the class or your registration fee will be forfeited. If you cancel least 3 business days prior to the start of class, the full amount may be refunded. You may send a substitute attendee.

NON-PROFIT  
PRSRT STD  
US POSTAGE  
PAID  
CLARE, MI 48617  
PERMIT #2

Michigan Rural Water Association  
2127 University Park Dr Ste 340  
Okemos MI 48864



*Each Class is limited  
to 20 participants*

*Michigan Rural Water Association Presents*

# Hands-On Microsoft Excel Training

**January 18, 2023**

Lansing Community College  
West Campus/MTEC  
5708 Cornerstone Drive  
Lansing MI 48917

**January 31, 2023**

Mid Michigan Community College  
Doan Building - Computer Lab Room 127  
2600 S. Summerton Road  
Mt. Pleasant, MI 48858

CECs: 0.5 WW, Managerial

**About Your Instructor:**

Mike Engels has been working with spreadsheets since 1989. He has taken several computer classes from Delta Community college including a full semester of Microsoft Excel.

