



DVHT, DVWCT and DVPLT Training Announcement

Seminar Title: **Computer Skills – Microsoft Excel**

Description: The Trust's computer workshops are intensive, hands-on programs covering Microsoft Excel™ basic and intermediate programs See attached program descriptions for more details.

Training Provider: DVT Information Technology Staff

Schedule: See attached 2022 schedule ****THREE SESSIONS HAVE BEEN ADDED**

Location: Delaware Valley Trusts Computer Training Room
719 Dresher Road, Horsham, PA 19044

Eligibility/Cost: Open to DVHT, DVWCT and DVPLT members.
\$25 member co-pay to cover the cost of training manual

Class Size: 10

Deadline: Registration closes seven (7) working days prior to training date

Seminar Inquiries: Email cbigham@dvtrusts.com or call 215-706-0101.

Please register the following individuals: Specify the session(s) to attend.

Name _____ Date & Session _____

Name _____ Date & Session _____

Name _____ Date & Session _____

Person completing form: _____ Email: _____

Name of municipality: _____ Phone: _____

Registration options:

REGISTER ONLINE
Go to www.dvtrusts.com
Click on Training & Events

REGISTER BY FAX
Complete this form and fax
to 215-706-0895

REGISTER BY EMAIL
Complete this form
and email to:
cbigham@dvtrusts.com





Microsoft Office Excel - Training Schedule 2022 Held at DVT Computer Training Room

Available to DVHT, DVWCT and DVPLT members

<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Course Title</u>
04/07/2022	Thurs	9:00am to 3:00pm	Microsoft Excel 2016 Basic
04/21/2022	Thurs	9:00am to 12:30pm	Microsoft Excel 2016 Intermediate Class
05/05/2022	Thurs	9:00am to 3:00pm	Microsoft Excel 2016 Basic **NEW DATE
05/10/2022	Thurs	9:00am to 3:00pm	Microsoft Excel 2016 Basic
05/19/2022	Thurs	9:00am to 3:00pm	Microsoft Excel 2016 Basic **NEW DATE
05/24/2022	Thurs	9:00am to 12:30pm	Microsoft Excel 2016 Intermediate Class
06/02/2022	Thurs	9:00am to 12:30pm	Microsoft Excel 2016 Intermediate Class **NEW DATE

<p>Microsoft Office Excel 2016 - Basic</p> <p style="text-align: right;">Duration: 6 hrs</p>	<p>Lesson 1: Getting Started with Microsoft Excel 2016</p> <p>Lesson 2: Performing Calculations (Limited use of Excel Functions)</p> <p>Lesson 3: Modifying a Worksheet</p> <p>Lesson 4: Formatting a Worksheet</p> <p>Lesson 5: Printing Workbook Contents</p> <p>Lesson 6: Managing Large Workbooks</p> <p>Limited to 10 students; \$25/person copay</p>
<p>Microsoft Office Excel 2016 – Intermediate</p> <p style="text-align: right;">Duration: 3.5 hrs</p>	<p>Lesson 1: Creating Intermediate Formulas using Functions</p> <p>Lesson 2: Analyzing Data with Logical and Lookup Functions</p> <p>Lesson 3: Organizing Worksheet Data with Tables</p> <p>Lesson 4: Visualizing Data with Basic Charts</p> <p>Lesson 5: Analyzing Data with PivotTables</p> <p>Lesson 6: Inserting Graphics</p> <p>Limited to 10 students; \$25/person copay</p>

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