

NEWS RELEASE

University of Arkansas Community College at Batesville

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UACCB to offer Microsoft Excel Level 1

BATESVILLE – The University of Arkansas Community College at Batesville’s Community and Technical Education department is partnering with a local business to offer Microsoft Excel Level 1.

Rhonda Williams Byrd of Nightwing Consulting has extensive experience teaching computer applications.

Due to popular demand, another Excel Level 1 will be taught Nov. 10. This class will focus on the basics of Excel. The course covers entering and formatting numbers and text; ranges; copying and moving data; basic formulas; data entry short-cuts like filling in a range, auto sum, auto complete and auto fill; relative and absolute cell references; searching the help feature; formatting and printing.

Class will be held from 8:30 a.m.-3:30 p.m. at the UACCB Main Campus building in room 222. The cost is \$69 each. Seating is limited.

Additional upcoming Community and Technical Education classes include:

Microsoft Excel Level 3

Oct. 26, 8:30 a.m.-3:30 p.m., \$69

Microsoft PowerPoint

Nov. 2, 8:30 a.m.-3:30 p.m., \$69

Microsoft Access Fundamentals

Nov. 16, 8:30 a.m.-3:30 p.m., \$69

Microsoft Excel Formulas

Nov. 30, 8:30 a.m.-12 p.m., \$69

For more information or to register, email communityed@uaccb.edu or call 870-612-2082.