



# 2017 Microsoft Excel Open Enrollment Courses

## Basic

This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2013 that is necessary to create and work with electronic spreadsheets.

**March 21, 2017 and June 20, 2017 (version 2016)**



## Intermediate

This course is designed for students who already have foundational knowledge and skills in Excel 2013 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

**July 18, 2017 and April 18, 2017**

## Advanced

This course is intended for students who are experienced Excel 2013 users and have a desire or need to advance their skills in working with some of the more advanced Excel features. Students troubleshoot large, complex workbooks, automate repetitive tasks, engage in collaborative partnerships involving workbook data, construct complex Excel functions, and use those functions to perform rigorous analysis of extensive, complex datasets.

**February 21, 2017 and May 23, 2017**

**Location:** Butler CC - Andover Campus  
**Cost:** \$179.00 per student (book included)  
**Details:** 8:30am - 4:30pm

Register at [beta.butlercc.edu](http://beta.butlercc.edu)

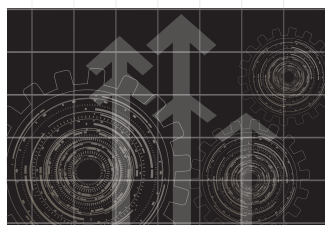


At BETA, our public training classes are chosen to appeal to people working in a wide range of industries and occupations. These are often half-day and full-day workshops, but some are multi-day classes.

- Leadership
- Project Management
- Professional Development
- Supervisor/Management
- Online Classes
- Technical Skills

For more information about individual training or group classes please contact BETA at:

**316.218.6118**  
[beta.butlercc.edu](http://beta.butlercc.edu)  
[beta@butlercc.edu](mailto:beta@butlercc.edu)



715 E. 13th St. / Andover, KS 67002  
316/218-6118 / [beta@butlercc.edu](mailto:beta@butlercc.edu)  
[beta.butlercc.edu](http://beta.butlercc.edu)



# beta

BUSINESS EDUCATION & TRAINING ANALYSIS  
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