



The Lighthouse
FOUNDATION



The Lighthouse Foundation Excel Classes



Registration required—Space is Limited
Reserve your spot at Lighthouse office (724) 586-5554

Learning new computer skills is a valuable asset for most occupations as well as personal use. Come and expand your skills in Excel with us!

Where: The Lighthouse Foundation
116 Browns Hill Road
Valencia, PA 16059

When: Thursdays, Jul 11-Aug 29, 2019
1pm to 3pm
Sign up for one or both classes

This excel class will be split into two parts – Basic and Formulas & Functions.

Basics - Jul 11-Aug 1 (4 weeks):

- Excel interface (toolbar, ribbon, backstage view, quick access toolbar)
- Creating and opening workbooks
- Saving and sharing workbooks
- Cell Basics
- Modifying columns, rows and cells
- Formatting cells
- Worksheet Basics
- Page Layout
- Printing

Formulas & Functions Aug 8-29 (4 weeks):

- Mathematical operators
- Understanding cell references
- Creating and editing formulas (simple and more complex)
- Modifying values with cell references
- Order of operations
- Functions

- We ask for a one-time donation of \$25, however, scholarships are available. No one will be turned away due to inability to donate.
- The Lighthouse Foundation will provide all hardware and software needed to complete the course.
- You can bring your own computer but you will need to bring all parts including power cords and cables and have Excel 2016 on the computer.