LEARN TO USE MICROSOFT EXCEL AT NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

[SUMMERSVILLE, W.VA.] New River Community and Technical College will offer an introductory course in Microsoft Excel starting Tuesday, Sept. 21. This course will meet on Sept. 21, 23 and 28 from 6-8 p.m. at the Workforce Education Classroom on Northside Drive in Summersville, W. Va.

The class will cover getting started with Excel; building and editing worksheets; formatting a worksheet; and working with formulas and charts.

The basic Excel class is taught by Mimi Rivenbark of Beckley. Rivenbark is an accountant at a local not-for profit agency with 10 years of Microsoft Excel experience.

Call today to get the skills you need to succeed. Class size is limited, and pre-registration is required. Phone (304) 872-4520 or stop by New River Community and Technical College’s Workforce Education Office for more information.

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