



**Excel  
can  
make  
your life  
easier!**

**Intimidated by computers? Want to learn and grow?**

**Need to become more efficient with technology?**

Are you interested in knowing more about Excel and what all it can do?

**West Georgia Technical College is offering free classes in Microsoft Excel.**

Topics to be covered are Controls, Ribbon, Quick Access, Back Office, Series fill, Autofill, Quick Analysis, Basic formulas, Conditional Formatting, Concatenation, Pivot Tables and Charts

Class Schedule and Locations					
Month	Date	Begins	Ends	Campus	Address
April	16	6:00 PM	8:00 PM	Lagrange 707	1302 Orchard Hill Road
	18	6:00 PM	8:00 PM	Lagrange 707	1302 Orchard Hill Road

**Because the overwhelming response to the March offerings, we scheduled another opportunity to attend a free Excel class in April. Register early because seating is limited!**

For more information	
Call:	706-756-4586
email:	<a href="mailto:coned@westgatech.edu">coned@westgatech.edu</a>
Link:	LaGrange: <a href="https://coned.westgatech.edu/wconnect/CourseStatus.awp?&amp;course=19SCTLCOMP1">https://coned.westgatech.edu/wconnect/CourseStatus.awp?&amp;course=19SCTLCOMP1</a>