# Microsoft Excel 2016 — Part 1

**Course Date & Time:**

Wednesday, Nov. 20, 2019

Registration: 8:30 a.m.

Program: 9 a.m. - 5 p.m.

**Where:**

HASC
515 S. Figueroa St., Suite 1300
Los Angeles, CA 90071

**Contact:**

**Sherita Rogers**
(213) 538-0767
srogers@hasc.org

**Cost:**

$250 Member Early Bird
(through Oct. 23)

$275 Member Registration
(after Oct. 23)

$295 Non-Acute Care
Stakeholders

This course is designed to build foundations in Microsoft Office Excel 2016 — which students can then further develop to create more advanced skills in data management and presentation.

## Prerequisites

- Microsoft Windows 10: Transition from Windows 7
- Using Microsoft Windows 10

## Course Objectives

Upon completion of this course, students will be able to:

- Create Microsoft Excel spreadsheets and workbooks to manage and analyze the data that is critical to the success of your organization
- Perform calculations
- Modify a worksheet
- Print worksheets
- Manage workbooks

## Who Should Attend?

The course is designed for students who wish to gain a basic understanding of Microsoft Excel to create and work with electronic spreadsheets. A wide range of health care professionals may choose to attend.

## GETTING STARTED WITH MICROSOFT OFFICE EXCEL 2016

Topic A: Navigating the Excel User Interface

Topic B: Use Excel Commands

Topic C: Create and Save a Basic Workbook

Topic D: Enter Cell Data

Topic E: Use Excel Help

## PERFORMING CALCULATIONS

Topic A: Create Worksheet Formulas

Topic B: Insert Functions

Topic C: Reuse Formulas and Functions

## MODIFYING A WORKSHEET

Topic A: Apply Text Formats

Topic B: Apply Number Formats

Topic C: Align Cell Contents

Topic D: Apply Styles and Themes

Topic E: Apply Basic Conditional Formatting

Topic F: Create and Use Templates

## PRINTING WORKBOOKS

Topic A: Preview and Print a Workbook

Topic B: Set Up the Page Layout

Topic C: Configure Headers and Footers

## MANAGING WORKBOOKS

Topic A: Managing Worksheets

Topic B: Manage Workbook and Worksheet Views

Topic C: Manage Workbook Properties

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**Registration: 8:30 a.m. — Program: 9 a.m. to 5 p.m.**

*Register online:* https://cvent.me/3Ed2kY

Registration fees include breakfast, lunch materials and certificate.

- ❑ **$250 HASC Member Early Bird** *(through Oct. 23, 2019)*

- ❑ **$275 HASC Member** *(after Oct. 23, 2019)*

- ❑ **$295 Non-Acute Care Stakeholders**

**First Name**: _____ **Last Name:** _____ **Preferred Name**: _____

**Organization:** _____

**Address:** _____ **City:** _____ **State:** _____ **Zip:** _____

**Title:** _____

**Phone:** (____) _____ **Email** *(required)*:_____

## IMPORTANT REMINDERS

- Registration deadline: **Wednesday, Nov. 6, 2019.**

- Valid payment information must be received with your registration.

- Mail and make check payable to: HASC,
  Attn.: Sherita Rogers, 515 S. Figueroa St., Suite 1300
  Los Angeles, CA 90071.

- Fax registration form to (213) 538-0987.

- Open enrollment classes are subject to change.

## DAY OF CLASS

- 30 minutes late — Enrollment must be rescheduled and student will be marked as no-show.

- Retakes are enrolled on **Standby** status. Additional courseware will NOT be issued. Additional fees may apply.

- **Photo Release:** HASC will photograph this event. If you prefer not to be photographed, please email HASC at education@hasc.org.

## SPECIAL NEEDS or QUESTIONS

For ADA assistance or general registration questions, contact Sherita Rogers at (213) 538-0767 or srogers@hasc.org.

## CANCELLATION

- All cancellations must be requested in writing and confirmed by HASC **no later than Nov. 6**, and will be subject to a $50 processing fee.

- Refunds will not be granted after **Nov. 6**. Refunds will not be provided for no-shows after the program. We welcome substitutions. Fees are non-transferrable for other programs.