



2017 FALL SCHEDULE

MICROSOFT EXCEL TRAINING FOR ACCOUNTANTS (META)

Great News! Free EXCEL training will be available again in Fall for UTSA Accounting students.



Classes (set of 3 consecutive Saturdays) from 8 am to noon in Business Building 3.03.04 in Fall 2017 starting,

- September 9th,
- October 7th and
- November 4th

Gain critical EXCEL knowledge needed to succeed in your careers. In a recent Survey of former UTSA Graduates, over 91% of the respondents say they use EXCEL “All the Time” giving it a score of 3.9 out of a maximum 4.



Excel
Training

Hands-on, Instructor-led
Excel Training
in our classrooms

You can register in person in BB 4.01.12 or email Sharon.Stevens@UTSA.edu.

Visit www.RowdyAccountant.com for more information on Accounting Programs.

EXCEL TOPICS (Tentative)

Array Formulas

ASAP

Charts / Graphs

CONCATENATE

Conditional Formatting

Conditional/Logical Formulas (AND/IF/OR/NOT)

COUNT

COUNTA

COUNTIF

Creating MACROs

Elements of Spreadsheet security

Filters

INDEX

MATCH

MAX

MIN

Pivot Tables

Shortcut Keys (CTRL+B, etc.)

SUMIF

SUMPRODUCT

Text Manipulations (Left, Right, Mid, Find...)

VLOOKUP & HLOOKUP