



# Learning MS Excel @ KCPL

All of the classes listed below are held at the Mary Ann Mongan Branch,  
located at 502 Scott Boulevard, Covington, KY, 41011  
or visit [www.kentonlibrary.org/events](http://www.kentonlibrary.org/events) to sign up.

## **Microsoft Excel Part 1**

**Wednesday, January 16, 2019 10:00 a.m.**

Excel looks hard to use but this class will make it easy. Learn how to make a budget using Excel and to work with formulas, charts and workbooks.

## **Microsoft Excel Part 2**

**Wednesday, January 23, 2019 10:00 a.m.**

Learn sorting, filtering, and ways to view your worksheets. You will also work with the tougher issues in Excel including formulas using relative and absolute values that will be mind boggling.

## **Microsoft Excel Part 3**

**Wednesday, January 30, 2019 10:00 a.m.**

Format to link to another sheet and/or another workbook, Concatenate function, Pivot Tables including Slicer, writing Macros, and Solver Add-In.



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