

ADULT AND CONTINUING EDUCATION

Dauphin County Technical School

MICROSOFT EXCEL & SPREADSHEET APPLICATIONS



This course covers the basic features of Microsoft Excel and spreadsheet concepts. One will learn to design and create professional worksheets utilized in most workplaces. In addition, subject material will include data entry; formulas; formatting; creating charts; creating, sorting, and filtering databases; templates, and working with various functions.

Dates: MON/WED, May 7, 9, 14, & 16, 2018

**Dauphin County
Technical School**

Time: 5:30 – 9:00 PM

**Adult and Continuing
Education**

Cost: \$140

**6001 Locust Lane
Harrisburg, PA
17109**

REGISTRATION INFORMATION

**Complete Dauphin County Technical School
Adult and Continuing Education Application
(found at www.dcts.org under Adult Education,
Evening Programs.)**

**Phone: 717-652-
3170, ext. 7445**

**Send completed application and check or money order
payable to "Dauphin County Technical School" to:**

Fax: 717-901-6766

**Dauphin County Technical School
Adult and Continuing Education
6001 Locust Lane
Harrisburg, PA 17109**

**Workforcedev@dcts.
org**

**OR FAX OR EMAIL COMPLETED APPLICATION AND CALL TO
MAKE PAYMENT – SEE INFORMATION ON THE LEFT.**

Note: In the event you must withdraw from a course, a full refund will be granted if you notify the Adult Education Office five (5) business days prior to the beginning of the course. There will be a \$25.00 processing fee. Less than five (5) business days' notice will result in \$50.00 processing fee. Refunds will not be processed after the beginning of class; therefore any tuition paid will be not be refunded. There are no exceptions to this policy.