Course Title: Excel Tips, Tricks, and Techniques  
Course Code: WSP 06  
Instructor: Maria Pribyl

Course Summary:  
*Please see course page for full description and additional details.

Grade Options and Requirements:  
- Due to its short class format, this workshop may not be taken for Credit or a Letter Grade

*Please Note: Courses taken for NGR will not appear on official transcripts or grade reports.

Class Outline:  
- Pivot Tables  
- Conditional Formatting  
- Data Validation  
- Additional Productivity Keyboard Shortcuts