

# SAMPLE COURSE DESCRIPTION

**Description** (1 paragraph, straightforward and engaging)

Are you ready to master Excel? Whether you've just completed Levels I and II, or you're already an accomplished Excel user, there's even more to learn from this powerful number-crunching application. In this upper-level workshop taught by Microsoft Certified software trainer Debbie Dalrymple, learn advanced features that can make your life easier. Explore automated workbook functions, working across worksheets and workbooks, automated calculations and logic, and professional data presentation using your workbook. Excel Level III is ideal for professionals who feel comfortable using advanced Excel formulas and calculations, but need more skills with full workbook and multi-workbook management. Complete all three Excel workshops to increase your proficiency with this essential tool, and come away an Excel power user!

**Learning Outcomes** (1 paragraph, straightforward and engaging)

Upon completing this course, students will be able to:

- Work with multiple worksheets and workbooks simultaneously
- Share and protect workbooks
- Automate workbook functionality
- Apply conditional logic
- Audit worksheets
- Use automated analysis tools
- Present data visually

## Instructor Bio

Debbie Dalrymple is Microsoft certified in both network engineering as well as Excel and Word, and began her career in computer training in 1992 working with DOS and early Windows applications. Throughout the past two and a half decades, Debbie has been training students and providing technical support and consulting services in a variety of industries such as architecture, law, federal government, pharmaceutical and the oil industry as well as extensive non-profit work. In her free time, she uses Excel to track and analyze other areas of her life, including vegetables grown on her urban farm and miles ridden on her bike.