

Course ID	P43945	Excel 2016 Introduction		
Program	Police		Status	Active
Subject	Inservice		Credit Hours	6.00
Instructor			Pass Score	0.00
Provider	MD Police & Corr. Training Commissions		Approved	11-02-2020
Location	MD Police & Corr. Training Commissions		Period From	4-22-2021
Course Type			Period To	4-22-2024
Training Type			File Number	
Attribute				
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Persons who complete this course will be awarded the following certification.
Certificate
Status
For Period

Course Description

To enable student to learn the basic functions and features of MS Excel 2016. Covered will be fundamentals, creating and formatting worksheets, manipulating data charts, outputs, settings and templates.

Class Sessions

Course ID	C17146	Excel 2016 Introduction		
Program	Corrections		Status	Active
Subject	Inservice		Credit Hours	6.00
Instructor			Pass Score	0.00
Provider	MD Police & Corr. Training Commissions		Approved	11-02-2020
Location	MD Police & Corr. Training Commissions		Period From	4-22-2021
Course Type			Period To	4-22-2024
Training Type			File Number	
Attribute				
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Attribute				
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Certificate
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Course Description

To enable student to learn the basic functions and features of MS Excel 2016. Covered will be fundamentals, creating and formatting worksheets, manipulating data charts, outputs, settings and templates.

Class Sessions