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Continuing Ed courses in Excel, Access begin Dec. 1

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MSU News Service

BOZEMAN-- Montana State University continuing education courses on Access and Excel begin on campus Dec. 1.

Excel Advanced is a nine-hour class running Tuesday through Thursday afternoons, Dec. 1 to Dec. 3 from 1 p.m. to 4 p.m. Learn to work with lookup functions, utilize data validation and database functions, run and record macros, share Excel data via the Web, and more. The class is \$98.

Access Advanced is a nine-hour class running Monday through Wednesday mornings, Dec. 7 to Dec. 9 from 9 a.m. to noon. Learn how to query with SQL, create macros, and other advanced features of the database software. The class is \$98.

Both courses offer optional Continuing Education Units and help students prepare for the Microsoft Certified Application Specialist exams.

Classes take place on the MSU Bozeman Campus in EPS 127. All Extended University computer class students are eligible for student software discounts for Microsoft products at the MSU Bookstore.

For course descriptions and to register, visit <http://eu.montana.edu/profdev/> or for more information, call Lesa Pribyl at 994-7441, lesa.pribyl@montana.edu

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