



Budgeting & Financial Management Program

Learn from your University Community Educators



Excel/Financial Management Technology Courses

Come improve your office skills with the University of Maryland Extension-Baltimore City.

This training is for all staff, Supervisors, and Managers.

These courses are 2-days hands-on Excel data/financial management training.

Cost recovery fee is \$50.00 per course/person if training is conducted at your training site or \$100.00 per person if conducted at our location.



Courses:

- Introduction to Excel - Cost/Data Analysis**
Learn to edit data using basic functions, format and print spreadsheet data, etc.
- Intermediate Excel - Cost/Data Analysis**
Build on skills from Introduction to Excel
Learn to use Intermediate functions and formulas for better decisions, etc.
(Prerequisite: Introduction to Excel)
- Advance Excel - Financial Analysis**
Learn to use advance functions to solve and analyze every day financial questions, etc.
(Prerequisite: Intermediate Excel)
- Financial Presentation using PowerPoint**
Learn how to design slides
Present your data using the computer and a projector.

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Training Request Form

Provider's Information:

Name: _____

Contact Person: _____ Title: _____

Address: _____

Phone Number: _____ Email Address: _____

Dates Requesting: _____ Number of Participants: _____