



Metropolitan Community College  
**40 YEARS OF EXCELLENCE**

[mccneb.edu](http://mccneb.edu) | 402-457-2400

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### **Winter class gives opportunity for residents to advance skills**

OMAHA, Neb. — Metropolitan Community College is giving area residents a chance to build their résumé with a Microsoft Excel Level 1 noncredit course being offered at the Fremont Area Center, northwest corner of 9<sup>th</sup> and Broad streets.

The course covers the basics of Excel 2010. Participants learn how to navigate the program as well as enter, edit, find and replace information. The course also includes working with formulas and performing basic functions for creating charts and formatting.

“The Excel 2010 course offered at the Fremont Area Center is a good opportunity if you’re looking to improve your soft skills for your résumé or brush up on your knowledge,” said Todd Hansen, executive director at the Fremont Area Center.

The course runs February 6–20 on Fridays 9 a.m.–noon. Books for the class are available for purchase for \$20. Call 402-457-5231 or visit [mccneb.edu/ce](http://mccneb.edu/ce) to sign up today.

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Metropolitan Community College, accredited by the Higher Learning Commission, is a comprehensive, public community college that offers affordable, quality education to all residents of Dodge, Douglas, Sarpy and Washington counties. Founded in 1974, MCC has the largest enrollment out of six community colleges in Nebraska and is the second largest postsecondary institution in the state. MCC serves more than 40,000 unique credit and noncredit students.