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## CHRO TRAINING ANNOUNCEMENT: MICROSOFT EXCEL BASIC

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DATE: 27 August 2025 (course is subject to rescheduling)

TIME: 08:00 – 12:00 JST

This training will be done via MS Teams.

### COURSE DESCRIPTION:

This course aims to provide you with a foundation for Excel knowledge and skills. You'll learn to organize, calculate, analyze, revise, update, and present your data. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software.

### LEARNING OBJECTIVES:

- Get started with Microsoft Office Excel.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

### ELIGIBILITY:

This class is open to all USMC U.S. Appropriated Fund (APF) employees and MLC/IHA employees serviced by CHRO Okinawa; priority for this training is as follows:

Priority 1: USMC All APF employees

Priority 2: USMC MLC/IHA employees (required to have LPL-3 or above)

### HOW TO APPLY:

After supervisor's approval, sign-up via [https://usmc.sharepoint-mil.us/sites/mcipac\\_chro\\_WorkforceDevelopment/SitePages/Training-Events-and-Signup.aspx](https://usmc.sharepoint-mil.us/sites/mcipac_chro_WorkforceDevelopment/SitePages/Training-Events-and-Signup.aspx).

**Deadline for submission is 15 Aug 25.**

Point of contact for this course is the Workforce Development, CHRO

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