

Getting the Most From 2007 Microsoft®

Excel



Join us for hands-on training to get you up to speed fast on the latest tips, techniques, and shortcuts for getting the most from this powerful software package. *With one million rows and 16,000 columns... there's almost no limit in Excel!*

Basic Excel

January 21, 2009 9 – 12 pm \$59

This class is for the beginner. Learn the quickest way to create, format, edit, save, and print Excel spreadsheets, use simple arithmetic formulas, use the fill handle, and many other basic features.

Intermediate Excel

January 21, 2009 1 – 4 pm \$59

Once you know the basics of Excel, learn how to enhance your Excel spreadsheets through the many formatting options. In addition, learn to generate and apply mathematical functions to spreadsheets, work with multiple worksheets, and create and format charts.

Advanced Excel

January 23, 2009 9 – 12 pm \$59

Learn the ins and outs of creating, sorting and querying data tables. Topics include using data tables, creating amortization schedules, extracting records, using comparison criteria, and many more database functions.

\$55 per class when purchasing two (2) or more classes

Shawnee State University
Business & Industry Training
940 Second Street
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Limited Seating available!

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