

## Basic Excel

In this hands-on, one-day workshop, you'll use 2010 Excel software to:

- Create a basic worksheet
- Enter and edit data
- Modify a worksheet
- Use functions
- Format worksheets
- Create and modify charts
- Manage large workbooks

Recommended: Experience using software on the Windows operating system

Instructors: Gary Houde, Tax Commission & Tax Commission staff

Date: Monday, January 11

Location: Conference room 5CR3 (fifth floor) in Plaza IV - Washington Group Complex  
(Tax Commission office)

Hours: 7

Note: Class size is limited to 15 students