

Intermediate Excel

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

- How to use multiple worksheets and workbooks
- Advanced formatting
- Outlining and subtotals
- Cell and range names
- Lists and tables
- Web and Internet features
- Advanced charting
- Documenting and auditing
- Templates and settings

Recommended: Basic Excel class and/or experience using Excel

Instructors: Gary Houde, Tax Commission & Tax Commission staff

Date: Tuesday, January 12

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

Hours: 7

Note: This workshop is **not** for beginners - class size is limited to 15 students