

## Spreadsheet Design and Layout

This hands-on class will provide students with the basics of developing efficient spreadsheets. Topics include:

- Developing spreadsheet designs
- Address data sets
- Working with data tables
- Calculation steps
- Analyzing data
- Creating charts
- Formatting and printing summary information

Instructor: Cliff McLean, STC  
Dates: Tuesday, January 12  
Location: Conference room 1CR5 (first floor) in Plaza IV - Washington Group Complex (Tax Commission office).  
Hours: 7  
Note: Class size is limited to 15 students. This class includes an exam.