

Excel (Basic)

This hands-on workshop reviews the basics of Excel and creates the beginning of a solid foundation upon which to build your Excel skills. Topics include:

- How to create and edit formulas
- Inserting charts and pictures
- Copying and pasting with cell references
- Formatting text, numbers, time, and dates
- Creating tables
- Copying formulas
- Printing headers, footers, and page numbers
- Freezing panes
- Customizing the quick access toolbar
- Other time-saving tips and techniques

Instructor:	David Cornell, CAE, MAI, Certified Microsoft Instructor, Certified Excel Expert, Cornell Consulting, LLC
Date:	Monday, January 9
Location:	Coral North conference room (Tax Commission)
Hours:	8 hours

Notes:	This workshop will begin at 8:30 a.m. This workshop will require a minimum of 10 students.
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