

ADVANCED

Microsoft Excel *Workshop*

Wednesday • May 12 • 2010

6:00 p.m. to 9:00 p.m.

In this class we'll cover:

Spreadsheet Basics

- Formulas
- Functions
- AutoFill
- Workbook Basics
- Navigation
- Selecting

Object Linking and Embedding

- Linking and embedding spreadsheets

Charts and Graphs

- Create clear and accurate charts

Functions

- Text functions
- IF statements
- Amortization schedules

Database Basics

- Sorting and Filtering Records in an Excel database

Registration fee: **\$10⁰⁰** Class size: **10 students**

Books: provided Bring: pens and disc or USB if you have it.



Class held at the
BCS Warehouse
 17780 NE San Rafael, Portland, OR 97230
503.251.5431

Register today!

Advanced Microsoft EXCEL Workshop Registration Form

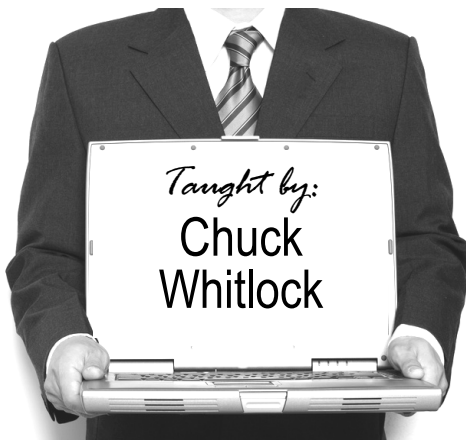
(Please use printed writing)

YES! Please register me in the *Advanced EXCEL Workshop*, taking place at the BCS Computer Lab on **Wednesday, May 12, 2010 from 6:00 to 9:00 p.m.**

Name _____ Phone _____

Email _____ \$10 Refundable Fee paid via Cash Check # _____

On a scale of 1 to 10 (10 being know-it-all) my experience with *Microsoft Excel* is a 1 2 3 4 5 6 7 8 9 10
Circle one!



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