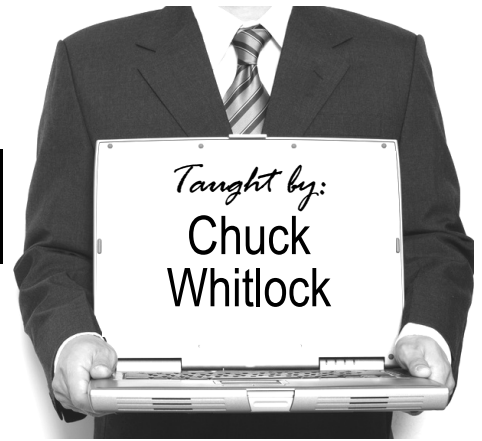


# Beginning Microsoft Excel **WORKSHOP**



*Wednesday • April 28 • 2010*  
**6:00 p.m. to 9:00 p.m.**

*Registration fee: \$10<sup>00</sup> 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!*

## **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



## **Beginning Microsoft EXCEL Workshop Registration Form**

*(Please use printed writing)*

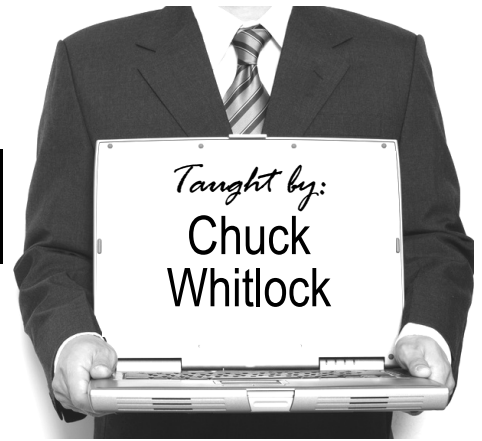
**YES!** Please register me in the **Beginning EXCEL Workshop**, taking place at the BCS Computer Lab on **April 28, 2010 from 6:00 to 9:00 p.m.**

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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*Class held* **HERE**

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