

Hands on Learning!

**THURSDAY
MARCH 28, 2019**

**Time:
9:00AM - 5:00 PM**

**Place:
New Horizons @
Logical Solutions
3535 Winton Pl. 14623**

**Cost:
\$189.00 pp
(Sorry, members only)**

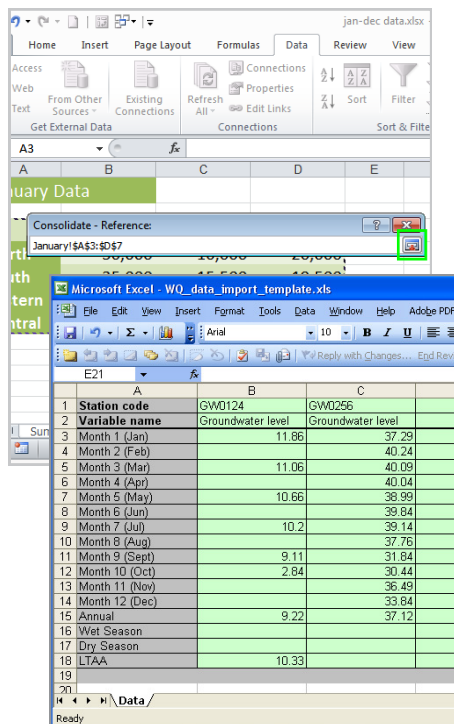
- Excel 2016 is used for this course.
- All students work at a provided computer.

Class size is strictly limited. Don't delay! Register now to save your seat!

**Registration
Deadline March 18th
(or when class is full!)**

EXCEL LEVEL I

Hands on learning for Microsoft's most popular program!



Covered in this session:

- Getting Started: Navigating and entering cell data
- Performing Calculations: Worksheet formulas, inserting functions
- Modifying a Worksheet: Insert, delete and adjust cells, columns and rows. Search and replace data; using proofing and research tools
- Formatting: Apply text & number formats; apply styles & themes; apply conditional formatting and creating templates.
- Printing: Preview; page layout; configure headers and footers
- Managing Workbooks: Manage worksheets and workbook view and properties.

Upon course completion you will be able to create and develop Excel worksheets and workbooks. This course aims to provide you with the knowledge and skill to build upon to become and expert in data manipulation.



This program made possible with assistance from the Construction Industry Foundation (CIF). A 501c3 organization

To Register:

Email:
info@FindTheHomePros.com

Call:
585-272-8222

Mail:
20 Wildbriar Road, Suite E
Rochester, New York 14623

Payment:
Check, MC, Visa, Disc or AmEx

***No cancellations after
March 18, 2019***