

SPARTANBURG DEVELOPMENT ASSOCIATION WORKSHOP

Excel, Intermediate

This workshop will help those familiar with Microsoft Excel. Class emphasis will be on the more advanced features of the program that can streamline work and make you more productive and efficient. Class format will provide time for the instructor to explain concepts, and answer questions. Students will have time to practice new skills without feeling rushed or frustrated.

Prerequisite: Intro to Microsoft Excel, or relevant experience.

NOTE: This workshop will use Excel 2007 software.

Highlights

- Working with templates
- Sorting and filtering data
- Working with basic and advanced formulas
- Analyzing data
- Using charts and graphic objects
- Collaborating
- Importing and exporting data

2012 dates: March 20 or October 25 (8:15 a.m. to 4:45 p.m. each day)

Location: Class will be held at the SDA office located at 1004 South Pine Street, Spartanburg.

Fee: Members, \$215 per person; non-members, \$300 per person

Instructor: Barb Hansen

Register: To register, call the SDA at 864/585-1007.

Custom delivery: This workshop can be tailored to meet your company's needs. It can be delivered at your facility, or off-site at the SDA. Please contact the SDA for more information.