

# SPARTANBURG DEVELOPMENT ASSOCIATION WORKSHOP

## Excel, Intro

This course covers basic Microsoft Excel features including printing, formulas and functions, formatting data and chart features. You'll learn how to take the "mystery" out of formulas, functions and formatting.

Class format will provide time for the instructor to explain new concepts, introduce shortcuts, and answer questions. Students will have time to practice new skills without feeling rushed or frustrated.

Note: This class will use Excel 2007 software.

### **Highlights**

- Basic features of Excel
- Editing your worksheet
- Performing calculations by using formulas
- Working with multiple worksheets
- Formatting data
- Creating and modifying charts
- Printing and collaborating options

**2012 dates:** February 23, August 28, or November 15 (8:30 a.m. to 4 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.