

When/Time:

Thursday October 26th
9:00 a.m. - 4:00 p.m.
(Lunch is Provided!)

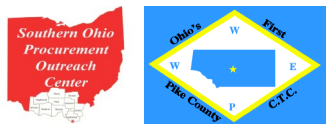
Where:

Ohio State University
Endeavor Center
1862 Shyville Road
Pikeeton, Ohio 45661

Fee:

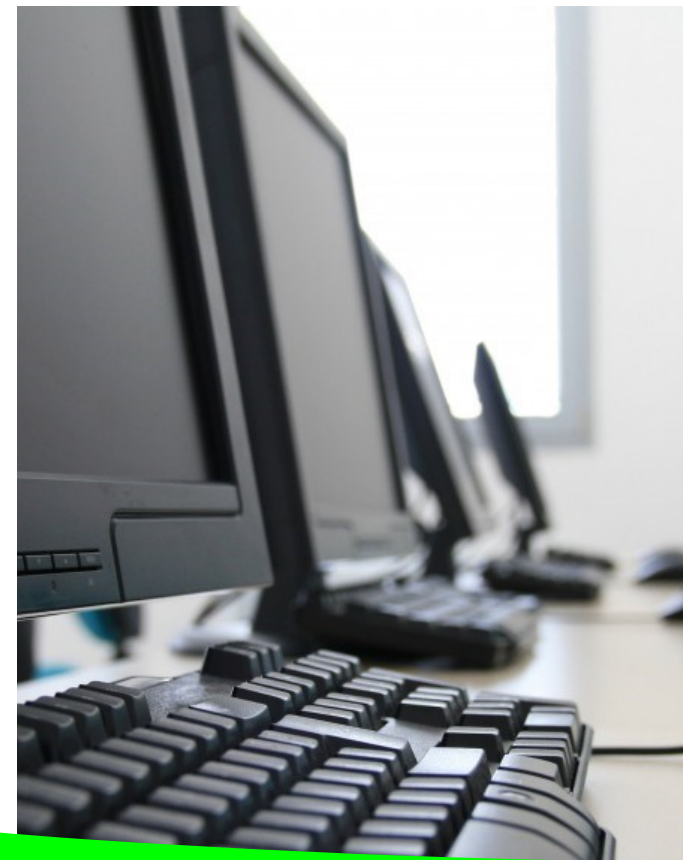
\$90/Per Person

This workshop is
sponsored by:



For additional information on any of our workshops, please contact the Business Development Program at (740) 289-2371 or visit us on our website: www.businessdevelopmentprogram.org

941 Market Street
Pikeeton, Ohio 45661



Microsoft Excel Level 1 Workshop October 26th, 2017

Business Development Program

941 Market Street
Pikeeton, Ohio 45661

Phone: 740.289.2371

Toll Free: 866.820.1185

Fax: 740.289.4291

www.businessdevelopmentprogram.org



Excel Level 1 Training Information

The Business Development Program of the Community Action Committee of Pike County, the Pike County Career Technology Center, and the OSU Small Business Development Center are offering an all-day

Microsoft Office Excel Level 1 Workshop on Thursday October 26th

from 9:00 a.m. until 4:00 p.m., at the OSU Endeavor Center in Piketon, Ohio. In this hands-on course, you will learn fundamental Excel skills. You will start by getting acquainted with the Excel user interface, creating and saving a basic worksheet, perform calculations, modify and format a worksheet, print workbook contents, and manage large workbooks.

Thinking about starting a small business?
SMALL BUSINESS OWNERS MAY BE ELIGIBLE FOR A DISCOUNTED WORKSHOP FEE. Contact us to see if you may qualify for this discounted price.

For more information on this class and to obtain a registration form, please call 740.289.2371 or toll free at 866.820.1185. Seats are limited. Must register by October 23rd, 2017.

Prerequisite:

Must be familiar with using personal computers and word processing. You should be comfortable navigating in a Windows environment including managing files and folders.

Curriculum

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help
- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas
- Insert, Delete, and Adjust Cells, Columns, and Rows
- Search for and Replace Data
- Use Proofing and Research Tools
- Modify Fonts
- Add Borders and Colors to Worksheets
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates
- Preview and Print a Workbook
- Define the Page Layout
- Manage Worksheets
- Manage Workbook and Worksheet Views
- Manage Workbook Properties

This institution is an equal opportunity provider and employer

Pre-Registration

Date:

Name:

Company:

Address:

Phone:

E-Mail:

The fee for the training workshop is \$90 and must be paid in advance*.

[Yes, Sign me up!](#)

I enclosed my check or money order.
Make payable to: **CAC of Pike County**


(By Telephone)

I am a new or existing small business and I wish to apply for discounted fee

*Must give a 24 hour notice for cancellation. No refunds if cancellation is less than 24 hours prior to day of class.

Please mail or fax the completed form to:

CAC of Pike County

941 Market Street

P.O. Box 799

Piketon, Ohio 45661

Phone: 740.289.2371

Toll Free: 866.820.1185

Fax: 740.289.4291

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