

Dates: July 22nd and 23rd,
2010

Time:
8:30am-1:30pm

2-Day training

Intermediate Excel 2003

(Must have experience with Excel to attend)

FREE

This course is for participants who have a basic understanding of spreadsheets and Excel. Topics covered include: importing and exporting data to and from multiple sources, using conditional formatting, creating and applying templates, creating charts and graphs from spreadsheet data, work with graphic objects and diagrams within a spreadsheet, begin applying advanced mathematical functions to spreadsheet data.

Presented by the

Fairfield/Suisun
Adult School
and the



SOLANO
EMPLOYMENT
CONNECTION

Location:

**320 Campus Lane,
Fairfield**

(1st come, 1st serve)

*Leave your name, telephone #, with
location and titles of the classes you
want to attend at:*

Phone: 707-863-3547

(Your name will be added to the list.

Reminder calls will be made prior to event)

Bring lunch to class with you