

Dates: January 5 & 6, 2012

Time: 9 am-2 pm

★ 2-Day training

★ Basic Excel 2003 ★

FREE

These classes will provide a foundation for participants new to Microsoft Excel. Basic operations will be covered including entering and changing data, simple formatting, the SUM function, and printing. Participants will create their own report, with proper formulas and formatting, and then create a simple chart.

Presented by the

**Fairfield-Suisun
Adult School**
and the



SOLANO
EMPLOYMENT
CONNECTION

Location:

320 Campus Lane, Fairfield

Seating is limited, call **707-863-3547**, (no more than 30 days in advance) give the title & location of the class, (Fairfield or Vallejo), spell your name, leave your telephone number and if you are a Veteran.

(Reminder calls will be made prior to event)

Bring a flash-drive with you to save your work.

One hour lunch break

