

Dates: January 19 & 20, 2012

Time:  
9 am-2 pm

2-Day training

# ★ Intermediate Excel 2003

(Must have experience with Excel to attend)

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**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**

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.

Bring lunch to class with you

