

Dates: January 12 & 13, 2012

**Time:
9 am-2 pm**

2-Day training



Basic Excel 2003



Presented by the

**Vallejo
Adult School**
and the



**SOLANO
EMPLOYMENT
CONNECTION**

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.



Location:

***1440 Marin Street
Vallejo, CA***



(1st come, 1st serve)

Leave your name, telephone #, with location and title of 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)

Veterans are given priority of service

