

Date: January 26 & 27, 2012

Time: 9 am-2 pm

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

**Vallejo
Adult School**
and the



SOLANO
EMPLOYMENT
CONNECTION

Location:

**1440 Marin Street,
Vallejo**

(1st come, 1st serve)

*Leave your name and 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)

Veterans are given priority of service

Bring lunch to class with you