



Helping businesses and schools use technology more effectively.

What You Will Cover:

- Anatomy of a spreadsheet
- Using tabs and Quick Access toolbar
- Working rows and columns
- Working with cells
- Using Paste Special
- Cell references
- Basic functions
- AutoFill
- Sort and filter
- Working with fonts
- Working with formatting
- Using the Format Painter
- Working with tables

And more!

Length: One Hour

FEES: \$99 / person

For more information or to register visit:
www.etconsultants.us/excelessen/

**Prices and dates are subject to change.*

What's Included?

- Expert facilitator
- Interactive e-workshop
- Step by step manual
- Practice files

eTechnology Consultants

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eTechnology Consultants Presents:

Excel Essentials

This one-hour e-workshop provides foundational training to new users with a basic to intermediate working knowledge of Excel. It also raises the skill level of self-taught Excel users by filling gaps in their working knowledge.

#	Date	Item	Vendor	Unit Cost	Item Total
1	1/4/10	Conference pins (down payment)	Silvery Moon	\$440.00	\$440.00
1	2/8/10	Raffle tickets	Cash & Carry	\$8.54	\$8.54
1	2/8/10	Gift bags	Dollar Tree	\$39.22	\$39.22
1	2/8/10	Baskets	Michaels	\$27.48	\$27.48
1	2/8/10	Awards	Wileys	\$473.00	\$473.00
1	2/15/10	Posters	Valley Signs	\$165.00	\$165.00
1	3/4/10	Shirts, mugs, banners	Owyhee Graphics	\$1,000.00	\$1,000.00
2	3/5/10	Rental for both days	Civic Center	\$1,195.00	\$2,390.00
5	3/5/10	Microphones for workshop rooms	Civic Center	\$16.00	\$80.00
49	3/5/10	Booth setup	Civic Center	\$25.00	\$1,225.00
5	3/5/10	Large Screens	Civic Center	\$30.00	\$150.00
1	3/5/10	Sound system and Sound Person	Civic Center	\$135.00	\$135.00
52	3/5/10	Vendor booths	Civic Center	\$25.00	\$1,300.00
2	3/5/10	Projectors	Civic Center	\$90.00	\$180.00
1	3/5/10	Screen and Projector in main room	Civic Center	\$150.00	\$150.00
200	3/5/10	Lunch Friday	Sodexo	\$7.95	\$1,590.00
200	3/5/10	Dinner Friday	Sodexo	\$9.95	\$1,990.00
1	3/5/10	Service + Tax	Sodexo	\$1,571.26	\$1,571.26
200	3/6/10	Lunch Saturday	Sodexo	\$8.95	\$1,790.00
1	3/6/10	Service + Tax	Sodexo	\$785.63	\$785.63
1	3/8/10	Technical support	CCC	\$1,500.00	\$1,500.00
1	2/20/10	Meeting supplies	WinCo	\$74.18	\$74.18
1	3/5/10	Registration fees	123group	\$350.00	\$350.00
1	3/5/10	Concert fee	Jamie Thieffen	\$1,825.00	\$1,825.00
1	2/28/10	Snackies	Stacols	\$599.99	\$599.99

How You Will Benefit:

- Get a firm understanding of the basics of working with Excel
- Understand how to work with data
- Become familiar with basic formatting and data analysis tools
- Understand how to add graphics and objects to your spreadsheets
- Understand different ways of viewing and printing your data