

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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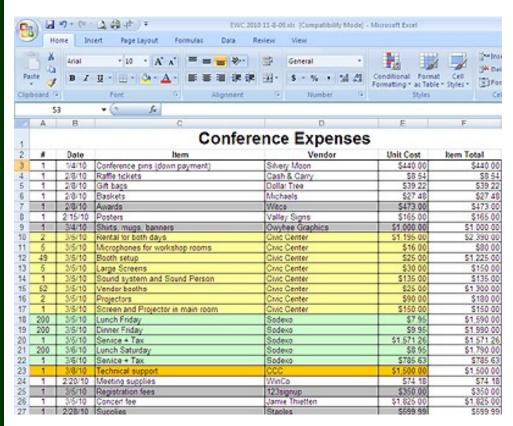
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eTechnology Consultants Presents:

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.



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