



Heart of Georgia Technical College Community Education Department Presents:

Microsoft Excel 2007

Beginning Excel 2007

Monday, Wednesday, Friday
June 7, 9, & 11, 2010
9a-12p
Or
Monday & Wednesday
June, 7, 9, & 14, 2010
6:30p-9:30p

Participants in this class will master fundamental skills required for effective use of Excel:

- Exploring Excel
- Editing, Viewing, & Printing Worksheets
- Working with Formulas & Functions
- Formatting the Contents of Cells
- Changing the Appearance of Worksheets
- Discovering the Magic of Excel Charting

\$64

Intermediate Excel 2007

Monday, Wednesday, Friday
July 12, 14, & 16, 2010
9a-12p
Or
Monday & Wednesday
July 19, 21, & 26, 2010
6:30p-9:30p

Participants in this class will build on the fundamental skills learned in Beginning Excel:

- Working with Large Worksheets
- Adding Graphics to Worksheets
- Using Templates & Protecting Workbooks
- Managing Multiple-Sheet Workbooks
- Creating Tables & Outlines

\$64

Advanced Excel 2007

Monday, Wednesday, Friday
Aug. 9, 11, & 13, 2010
9a-12p
Or
Monday & Wednesday
Aug. 23, 25, & 30, 2010
6:30p-9:30p

Participants in this class will master Excel's advanced features:

- Creating Pivot Tables & Macros
- Using Financial Functions & Data Analysis
- Auditing & Additional Functions
- Using Advanced Formatting & Analysis Tools
- Collaborating in Excel

\$64

**DON'T DELAY
SIGN UP TODAY...
Spaces in all classes are
limited!**

\$115 for any two classes
\$165 for all three

For more information or to register,
please contact:

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or
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