

Excel Training for Onsite Staff

March 1, 2012

Are you ready to master Excel?

This webinar will cover basic Microsoft Excel skills.

Topics:

Terminology:

- Quick definitions of commonly used terms

Tips, Tricks and Shortcuts:

- Navigation - keyboard and mouse shortcuts
- Printing and Formatting

Formulas and Functions:

- The Function Bar - Creating a formula
- Syntax - typing a formula
- Absolute and Relative References
- Effects of inserting cells, rows, columns, etc.
- Effects of copying and pasting, cutting and pasting formulas

Protecting your work:

- Ctrl-S is your friend
- Cell, worksheet and workbook protection



March 1, 2012
9:00am-12:00pm

*THIS CLASS IS A WEBINAR.
INFORMATION WILL BE SENT
TO YOU UPON REGISTRATION!*



For questions on course content, contact Joe Schmeier at joe@capts.org

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PAYMENT INFORMATION

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 Non-Member \$79

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Title/Position _____ E-mail _____

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**Cancellations must be received in writing 5 days prior to the session for refund. All pre-registered no-shows will be billed*