

When/Time:

Wednesday, May 24, 2017
9:00 a.m. - 4:00 p.m.
(Lunch is Provided!)

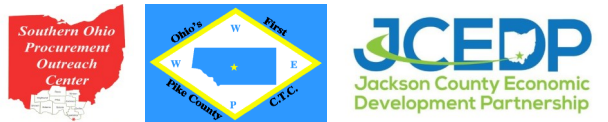
Where:

Ohio State University
Endeavor Center
1862 Shyville Road
Piketon, Ohio 45661

Fee:

\$90/Per Person

This workshop is
sponsored by:

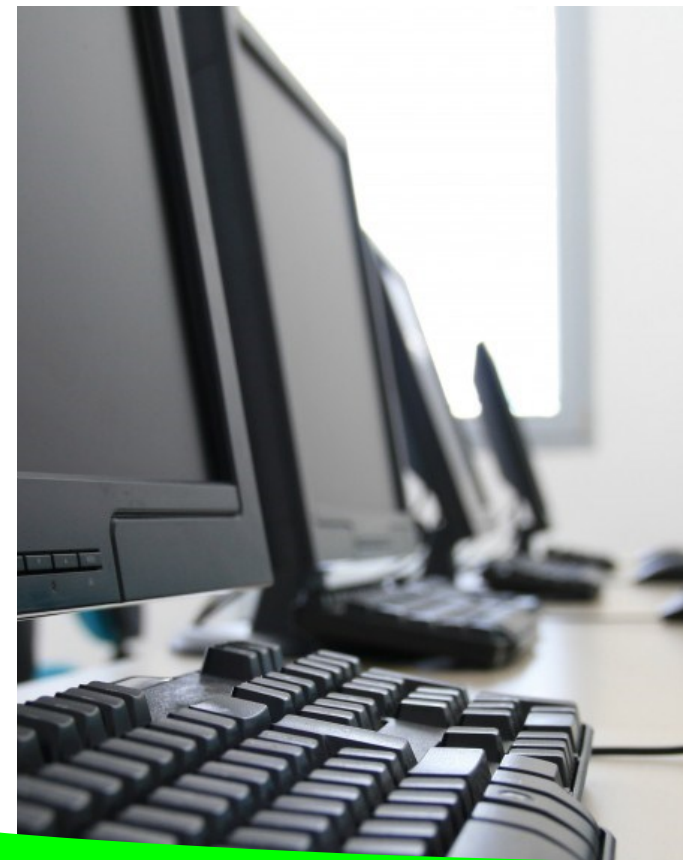


For additional information on any of our workshops,
please contact the Business Development Program at
(740) 289-2371 or visit us on our website:
www.businessdevelopmentprogram.org

941 Market Street
Piketon, Ohio 45661



Business Development Program
A division of the Community Action Committee of Pike County



Microsoft Excel Level 1 Workshop May 24, 2017

Business Development Program

941 Market Street
Piketon, Ohio 45661

Phone: 740.289.2371

Toll Free: 866.820.1185

Fax: 740.289.4291

www.businessdevelopmentprogram.org



Excel Level 1 Training Information

Curriculum

Pre-Registration

The Business Development Program of the Community Action Committee of Pike County, the Pike County Career Technology Center, and the OSU Small Business Development Center are offering an all-day Microsoft Office Excel Level 1 Training Workshop on Wednesday, May 24th, 2017 from 9:00 a.m. until 4:00 p.m., at the OSU Endeavor Center in Piketon, Ohio. In this hands-on course, you will learn fundamental Excel skills. You will start by getting acquainted with the Excel user interface, creating and saving a basic worksheet, perform calculations, modify and format a worksheet, print workbook contents, and manage large workbooks.

Thinking about starting a small business?
SMALL BUSINESS OWNERS MAY BE ELIGIBLE FOR A DISCOUNTED WORKSHOP FEE. Contact us to see if you may qualify for this discounted price.

For more information on this class and to obtain a registration form, please call 740.289.2371 or toll free at 866.820.1185.

Seats are limited. Must register by May 19th, 2017.

Prerequisite:

Must be familiar with using personal computers and word processing. You should be comfortable navigating in a Windows environment including managing files and folders.

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help
- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas
- Insert, Delete, and Adjust Cells, Columns, and Rows
- Search for and Replace Data
- Use Proofing and Research Tools
- Modify Fonts
- Add Borders and Colors to Worksheets
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates
- Preview and Print a Workbook
- Define the Page Layout
- Manage Worksheets
- Manage Workbook and Worksheet Views

This institution is an equal opportunity provider and employer

Date:

Name:

Company:

Address:

Phone:

E-Mail:

The fee for the training workshop is \$90 and must be paid in advance*.

[Yes, Sign me up!](#)

I enclosed my check or money order.
Make payable to: **CAC of Pike County**


(By Telephone)

I am a new or existing small business and I wish to apply for discounted fee

*Must give a 24 hour notice for cancellation. No refunds if cancellation is less than 24 hours prior to day of class.

Please mail or fax the completed form to:

CAC of Pike County

941 Market Street
P.O. Box 799

Piketon, Ohio 45661

Phone: 740.289.2371

Toll Free: 866.820.1185

Fax: 740.289.4291

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