

Microsoft Office 2007

Excel Basic



WHEN:

February 7 & 8, 2012

WHERE:

SBE Training Center
2985 Innsbruck Drive

TIME:

2:00 P—5:00 P

COST:

SBE Members
\$95.00
Assoc. & Prof. Members
\$110.00
Non-Members
\$125.00

Bring your laptop with MS Excel 2007 for HANDS—ON learning!!!



*There will not be technical computer support available to troubleshoot personal laptop settings. We have a limited number of **laptops** available **for rent** on a first come first serve basis for only **\$10**.

Basic Course Content Includes:

- **Excel Basics:** Navigate Excel, Explore the Menus, Select Multiple Cells, Create a Spreadsheet, Edit the Spreadsheet, Use a Template, and Use Help.
- **Formulas & Formats:** Create a Formula, Use Functions, Use the Formula Palette, Use AutoSum, Use the Fill Commands, Create Absolute References, Format Values, Use AutoFormat, and Use Conditional Formatting.
- **Preview & Print:** Check Spelling, Orient the Document, Adjust the Margins, Center the Printout, Create Headers and Footers, Scale the Print Area, and Print the Document.
- **Charts & Maps:** Use Chart Wizard, Insert a Chart Sheet, Explore Chart Types, Edit a Chart, Rotate a Chart, Create a Pie Chart, Create a Map, and Draw Objects.

Excel 2007



To register simply fill in this form and **FAX BACK TO 222-1918** or Complete this form and mail along with your check to:
SBE Training Center
2985 Innsbruck Drive
Redding, CA 96003
(530) 222-1917

Contact Name _____
Company _____
Phone _____
Email _____

Attendee _____
Attendee _____
Attendee _____
Attendee _____

Bill my SBE Account Check Enclosed MasterCard Visa

Credit Card # _____ Exp. date _____ Billing Street Address _____
Signature _____ CVV Code _____ Billing City, State and Zip _____

REGISTRATION / CANCELLATION POLICIES

Non-Members **MUST** pay in advance to reserve their space(s).
All registration is on a 1st come 1st serve basis until the seminar is full.
Late cancellation fees will be billed at 50% of the seminar price. No shows will be billed at full seminar price.
To avoid being billed you must cancel no later than 5 business days prior to training by 5:00PM.
LATE CANCELLATIONS = NO REFUNDS ~ NO CREDITS ~ NO ROLLING FORWARD ~ NO EXCEPTIONS.
The SBE Training Center reserves the right to cancel class due to low enrollment.

To be removed from our contact list, please call 222-1917 or e-mail removeme@shastabe.com

