

Microsoft Office 2007 Excel Intermediate



WHEN:

October 9 & 10, 2012

WHERE:

SBE Training Center
2985 Innsbruck Drive

TIME:

2:00 P—5:00 P

COST:

\$95.00 SBE Members
\$115.00 Assoc. Members
& \$125.00 Non-members

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

Advanced Course Content Includes:

Worksheets, Workbooks, Workspaces

Cell References: Absolute Cell References, Mixed Cell References, Specifying Cell Union and Range, 3D Reference to other Workbooks

Names, Comments, Labels

Outlines and Groups: Summarizing Outlines, Grouping Rows and Columns

Formulas and Functions: Adding Formulas, Logical Functions, IF and AND Functions, Editing Complicated Functions, Protecting Worksheets

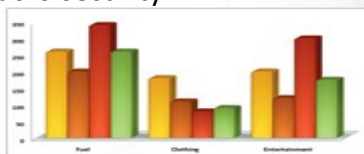
Error Handling: Data Validation, Formula Auditing


Scenarios and Goal Seeking: Applying and Adding to Spreadsheets

Pivot Tables: Summarize Data, Reorganizing Fields, Generating Charts

Simple Database Management: Sorting and Filtering, Forms, Subtotals and Consolidating Data

Macro Basics: Create Macros, using shortcuts, running and saving macros, and macro security



 *There will not be technical computer support available for troubleshooting personal laptop settings and configurations. There are a limited number of **laptops** available **for rent** on a first come first serve basis for only **\$10**.

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

If you have any questions please call Cindy at (530) 222-1917

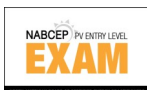
Name _____
Company _____
Address _____
Phone _____

Method of Payment
 Bill my SBE Account MasterCard
 Check Enclosed Visa

Credit Card # _____ Exp. date _____
Signature _____

Attendees: _____

Laptop:



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