

Excel (Basic)

This hands-on workshop reviews the basics of Excel and creates the beginning of a solid foundation upon which to build your Excel skills.

Topics include:

- How to Create and Edit Formulas
- Inserting Charts and Pictures
- Copying and Pasting with Cell References
- Formatting Text, Numbers, Time, and Dates
- Creating Tables
- Copying Formulas
- Printing Headers, Footers, and Page Numbers
- Freezing Panes
- Customizing the Quick Access Toolbar
- Other Time-Saving Tips and Techniques

Instructor:	David Cornell, CAE, MAI, Certified Microsoft Instructor, Certified Excel Expert, Cornell Consultants, LLC Senior National IAAO Instructor
Date:	Monday, July 28
Location:	Coral North Room (Tax Commission)
Hours:	7 hours

Notes: **This workshop will require a minimum of 10 students.
Laptops are provided.**

