



## Microsoft Excel 2007

***This 4-week class will offer you a hands-on introduction to Excel. Focus will be on creating spreadsheets using the following topics as a guideline:***

- Editing and Formatting
- Using of Basic Formulas
- Printing spreadsheets
- Saving your work
- Edit and Format Using Advanced Techniques
- Use of Advanced Formulas
- Creating Charts/Graphs
- Using Multiple Sheets and Linking Spreadsheets
- Key Board Short Cuts

**Date: Coming Soon – Check back for date and time**

**Time:**

**Cost: \$120.00**

**Requirements:**

- Flash/jump drive 1 GB or higher
- This class requires basic PC experience

**Instructor:** Angeli Chin

**Location:** Edison State College, Collier Campus – J Building

***Register today!***

**Advance registration and payment is required**  
**For registration form/information, call 239-732-3128**  
**OR download form at [www.edison.edu/collier/ce](http://www.edison.edu/collier/ce) \**

Requests for refund **one week** prior to the first class meeting will be granted. If you have a Higher One card through Edison the refund will be transferred to your Higher One Account. Due to the short-term nature of most Continuing Education programs, refunds will not be granted on or after the first class meeting. By submission of this form you are stating that you accept our refund policy.