



Center for Professional Development Microsoft Excel 2007 – Class I

Class will offer a hands-on introduction to Excel. We will focus on creating spreadsheets using the following topics as a guideline:

- Editing and Formatting
- Using of Basic Formulas
- Printing spreadsheets
- Saving your work

Students will need the following supplemental materials:

- **Flash/jump drive 1 GB or higher**

Date: **Tuesday & Thursday Evenings** – total of 6 sessions
• Call For Dates – 489-9235

Time: 6:00 – 9:00 pm

Cost: \$180

Location: Edison State College, Lee Campus, Room TBA

Instructor: Angeli Chin

Seats are limited, so register today!
Advance registration and payment is required.
For registration form and information, call 239-489-9235
email celee@edison.edu OR download from www.edison.edu/lee/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.