

Job Training Center Computer Class Series

Basic Excel

Learn how to navigate this exciting spreadsheet application program. Learn about the task pane, terms and definitions, spreadsheets, marking blocks or ranges, data entry, entering formulas, saving and printing workbooks, changing column widths and row heights, inserting and deleting columns and rows, copying and moving and much more!

Tuesday, Sept 27, 2016

8:30am to 12:30pm

\$65.00 per person

Space is limited. You must pre-register.

Call 529-7000



The Job Training Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. 7-1-1 CRS TTY Users. *The Job Training Center is a proud partner of America's Job Center of CaliforniaSM Network*