Beginning Excel

Do you work with numbers? Would you like a better way to organize all types of information? Our excel class will help you organize and find information more quickly and give you the tips to set up fully formatted worksheets quickly and efficiently.

Who Should Attend:

- Anyone who works with numbers
- Employees who need to organize information
- Staff who need to develop spreadsheets that are easy to read and understand
- Business owners and managers who need a quick, efficient way to track information about their business

Benefits:

- Quick access to numerical information
- Efficient, organized worksheets that tell the story of your business
- Information at your fingertips
- Ability to organize and sort names, numbers, addresses, sales, expenses and more

Course Content:

- Terminology, navigation, editing
- Formatting and data entry tools that save time and increase efficiency
- Writing formulas and understanding values
- Sorting, subtotaling and filtering
- Graphs and charts
- Shortcuts and tricks to make your job easier

Prerequisite: Participants must have computer and Windows experience.

Instructor Background:

Loretta Thompson holds an MBA from CSU Sacramento. She has been teaching and training for over 20 years. Ms. Thompson has identified management and employee training requirements through needs assessments. She designs, develops and delivers employee training programs and manuals for all size companies.

Students comments include: “Instructor was very knowledgeable, friendly and helpful” and “Loved how Loretta always is so enthusiastic when making her presentations and shares valuable information and insight.”
Beginning Excel

Class Schedule:

Day/Date:     Friday, February 22, 2008
Time:      1:00 pm – 5:00 pm
Location:      Gavilan College, Hollister Campus, Briggs Building, HOL3
Price:                        $99. San Benito County Chamber and Hollister Downtown Association members receive a $10 discount. Use code: SBCHDA10 when registering. Membership will be verified.
Registration:     Go to our website www.gavilan.edu/conted, click on Professional Development Institute, then on Employee Development to find your class and follow the links. You may also email conted@gavilan.edu, or call 408- 847-2514, Ext 2 or 3 for assistance.

Other Workshops:

Intermediate Excel       March 7, 2008
Drive Business to Your Website      Feb. 27, 2008
eBay Basics       March 1, 2008
Supervision Series       March 6-April 10, 2008
Web 2.0       March 12, 2008

Online Classes—start every month
Leadership Overview
Communicating Like a Leader

For more information on these workshops visit:  www.gavilan.edu/conted

Gavilan College Contract Education Registration

Student Name:                                     City:                                                    Zip:
Address:                                                                                   Phone: (          )                                                 Cell:  (          )                           Email:
Company Name:                                                                                                      Start Date:                         Fee: $ 
Address:                                                                                   Company Name:
City:                                                   Zip:                                                                                   Payment Options:
Class Title:                                                                                                      Visa / MC#                 -              -              -                      Exp:            Cardholder Name:
□ Cash (exact change) $________________  □ Check  Check # __________
Cancellation Policy:  You must notify us 3 business days before the first class meeting in writing to cancel or transfer. If you cancel your registration, you will receive a credit voucher, good for 2 years, for the amount of the class.

Gavilan College Contract Education , 5055 Santa Teresa Blvd., Gilroy, CA  95020
conted@gavilan.edu  408-847-2514 Ext 2  fax 408-847-0724

The Small Business Development Center is partially funded by the U.S Small Business Administration under a cooperative agreement. SBA’s funding is not an endorsement of any product, opinion or service. All SBA funded programs are extended to the public on a nondiscriminatory basis. Special arrangement for individuals with disabilities will be made if requested in advance.