Intermediate Excel

Excel is a very powerful analytical tool. Learn to create and apply templates, create and modify charts, work with graphic objects, calculate with advanced formulas and sort or filter data. Sign up today to learn how to improve your work performance.

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:

- Ability to organize and sort numbers, addresses, sales, expenses and more
- Consolidate, analyze and report financial information
- Ability to generate information with increased accuracy
- Timeliness and usefulness will lead to better decision-making
- Learn advanced techniques and become more valuable to your organization

Course Content:

- Maximize Excel’s analytical and functional capabilities
- Use scenarios and data tables to quickly perform multiple analyses.
- Learn how to add functional and eye-catching controls to any worksheet
- Create calculated fields and items
- Consolidate and import data
- Master the art of conditional formatting to highlight duplicate entries and other common worksheet problems

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.”
Intermediate Excel

Class Schedule:

Day/Date:     Friday, March 7, 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:

Beginning Excel            February 22, 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
Building Teams
Success with Difficult People

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

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Gavilan College Contract Education Registration

Student Name: __________________________________________________________
Address: __________________________________________  City: ____________  Zip: ____________
Phone: ( )                                                  Cell: ( )                     Email: __________________________

Company Name: _______________________________________________________
Address: __________________________________________  City: ____________  Zip: ____________

Class Title: __________________________________________  Start Date: ____________  Fee: $ ______

Payment Options: □ Cash (exact change) $ ______

Check □ Check # ______
Visa / MC# ______-____-____  Exp: ____________  Cardholder Name: __________________________

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

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