



Your

Future

Our

Focus

NWC CTD is offering three Excel classes to give you exactly what you need!

Excel - Converting to Version 2007

Tuesday, February 16, 2010 6-8:30pm

Instructor: Duncan Bonine \$25

Are you struggling to find the options, functions in version 2007 that you knew how to do in prior versions of Excel?

Come to this one evening class and learn many of the key differences with using this version— saving yourself time and frustration!

Excel - Intermediate Functions in a Day

Saturday, February 20, 2010 8:30am-4:30pm

Instructor: Duncan Bonine \$70

Use multiple worksheets and workbooks. Advanced formatting. Outlining and subtotals. Cell and range names. Lists and tables. Web and Internet features. Advanced charting and graphing. Documenting and auditing. Templates and settings.

Excel - Basics in a Day

Saturday, March 13, 2010 8:30am-4:30pm

Instructor: Duncan Bonine \$70

Due to overwhelming interest, this class is being offered again! You will learn Excel terminology, entering text, values and formulas, inserting, moving, and resizing. Learn relative vs. absolute references, basic formulas, calculations and functions. Text formatting, column width, row height, format numbers and conditional formats. Also page setup, charts and chart types.

For more information or to register for either class

More information and upcoming classes can be found on our website northwestcollege.edu/ctd

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