

Microsoft Excel 2007

www.avtec.edu



AVTEC: Bringing digital literacy training directly to your desktop...at home or the office!

With travel costs rising each year, it is becoming cost prohibitive for many employers to send an employee to a location to receive computer training. Employers are continually looking for new cost-effective ways to train workers so they are more productive using computer software. AVTEC is providing industry specific digital training to business and industry around the state—without an organization's employees ever leaving their workplace!

New software version?

Learn the ins and outs of Excel version 2007 as well as some great new techniques!

Task orientated tabs

Themes

Styles

Conditional
Formatting

Page layout view

Save as pdf

Using data bars and icon sets

Functions

SmartArt

Filter Table/Lists

Templates

Grouping

And techniques requested by YOU!

Registration Deadline: October 2 Or Earlier If Full

Live Online Classes: Thursday Afternoons, 4-6 pm

Oct 8 – Nov 19, 2009, Tuition: \$120, 1 Credit available for an additional fee.

Space Is Limited! Register Early!

<https://avtec.labor.state.ak.us/CEReg.htm>

or 224-3322 out of Seward? 800-478-5389