

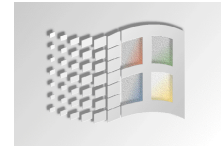
## “Excel Tips & Tricks” SEMINAR

presented by Karen Simon

- ▶ Quick Data Entry Tips
- ▶ Navigating around in Spreadsheets
- ▶ Headings & Titles
- ▶ Headers & Footers
- ▶ Set up for Printing
- ▶ Rearranging the Data
- ▶ The “secret” Auto Fill Feature (!!!)
- ▶ Basic Formulas & the Formula Bar
- ▶ Formatting Columns & Rows
- ▶ Borders and Shading
- ▶ Time-saving Tricks
- ▶ And More

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**What: PC Tech Associates Workshop  
sponsored by Island Organizers**



**Title: “Excel Tips & Tricks”**

**For:** Those interested in learning easy Tips for using Excel and Tricks to make their spreadsheets look GREAT!

**Date: Friday October 28, 2011, 11am - 1pm**

**Where:** 1312 Ozone Avenue  
Santa Monica, CA 90405  
(Take Lincoln Blvd to MarineSt, 3 blocks East, right on Frederick, right onto Ozone)

**Bring:** If you own a laptop with Excel installed, you may bring it.

**Cost:** \$79 per person

Name: \_\_\_\_\_ # Attendees \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (eve): \_\_\_\_\_

Email: \_\_\_\_\_

***SEATING IS LIMITED! Two ways to register: Complete form & include check payable to PC Tech Associates by October 14. Or, register on the Events page at [www.IslandOrganizers.com](http://www.IslandOrganizers.com)***