

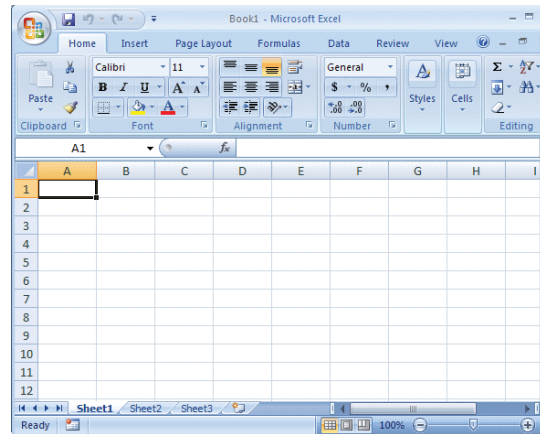


Northern New York Library Network
6721 US HWY 11, Potsdam, NY 13676



The Northern
New York
Library Network
presents:

Microsoft Excel, Beginning Level: Office 2007



Directions:

The Northern New York Library Network office building is located at 6721 U. S. Highway 11, Potsdam, NY 13676.

Coming from Canton: the left-hand turn into the driveway is 5 miles from the theater on Main Street in the Village of Canton.

Coming from Potsdam: the right-hand turn into the driveway is 5.5 miles from Clarkson University, also on Route 11 in Potsdam.

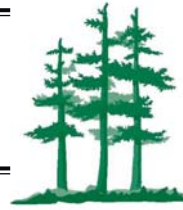
The driveway is directly across from the Ames Road and Sovie's Honda dealership sign.

Non-Profit Org.
U.S. Postage Paid
Permit No. 56
Canton, NY 13617

Friday, September 18, 2009

Northern New York Library
Network, Potsdam

Northern New York Library Network Presents:
Microsoft Excel, Beginning Level: Office 2007



Microsoft Excel is one of the most widely used spreadsheet programs in use in the United States today. With the introduction of Microsoft Office 2007, however, many of the familiar toolbars and screen designs changed dramatically, along with the introduction of the “ribbon,” Microsoft’s new navigational tool.

This class will facilitate using this new version of Excel. For those using a previous version of Excel, the class can still be useful. The concepts remain the same, but users of previous versions should realize that the screens will look different.

The class will cover:

- * a. *What’s a spreadsheet? Excel versions and alternatives.*
- * b. *Application pieces parts*
- * c. *Building a spreadsheet from scratch*
 - i. *Entry, editing and basic navigation*
 - ii. *Column and row sizing*
 - iii. *Autofill: laziness for speed and accuracy*
- * d. *Formulas for power*
 - iv. *Autosum and other autos...*
 - v. *Arithmetic*
 - vi. *Introduction to functions*
- * e. *Format for pretty*
- * f. *Print basics and the Page Layout ribbon*
- * g. *A picture is worth a thousand words, so Chart!*

Agenda

9:00 - 9:30 a.m.

Sign-in & refreshments

9:30 a.m. - 3:30 p.m.

Scheduled class time

(includes breaks and lunch on-site.)

About the Instructor...

James Crowley is the owner of C3 (Crowley Computers) in Ogdensburg. He is a popular instructor for the Northern New York Library Network. C3 provides personalized service, training, & consulting services needed in the local area by computer consumers. C3 was formed in 1994, making it one of the oldest computer firms in the area. Jim Crowley’s computer experience dates back to his first Apple in 1980. Since programming dBase II on an early IBM PC, Jim has experienced just about anything one can imagine in the ever-evolving world of Windows, Intel, & IBM compatible computers.

Please pre-register to:

Northern New York Library Network
6721 US HWY 11, Potsdam, NY 13676

Phone: 315-265-1119

1-877-833-1674

Registration

MS Excel, Beginning Level: Office 2007 will be held Sept. 18, 2009 at the Northern NY Library Network Potsdam. Class size is limited, please register early.

Name: _____

Institution: _____

Address: _____

City/Zip: _____

Telephone: _____

E-mail: _____

Vegetarian: Yes No

Cost: (includes lunch)

Library Staff: \$15.00, All others \$59.95

“Blue Line” Library Staff: No charge

Check here if you are on staff at a library located within the Adirondack Park “Blue Line”

Credit Card #: _____

Expiration Date: _____

Name As Appears On Card: _____

3 or 4 Digit Verification Code on card: _____

Visa/MC AmEx Discover

Cancellations:

Registrations may be cancelled at any time, but refunds will be made only if the cancellation is received 24 hours before the event.

Paying at the door: If paying at the door, it would be best to use a personal check, credit card, or have the exact amount.

Fax: 315-265-1881

Email: cont-ed@nnyln.org

Register on-line at:

www.nnyln.org, and click on
“Classes & Facilities”