

# Microsoft Excel

## Level 1 Workshop

### October 26th, 2017

#### When/Time:

Thursday October 26th  
9:00 a.m. - 4:00 p.m.  
(Lunch is Provided!)

#### Where:

Ohio State University  
Endeavor Center  
1862 Shyville Road  
Piketon, Ohio 45661

#### Fee:

\$90/Per Person



The Business Development Program of the Community Action Committee of Pike County, the Pike County Career Technology Center and the OSU Small Business Development Center are offering an all-day **Microsoft Office Excel Level 1 Training Workshop** on **Thursday October 26th, 2017** at the **OSU Endeavor Center in Piketon, Ohio**.

In this hands-on course, you will learn fundamental Excel skills. You will start by getting acquainted with the Excel user interface, create and save a basic worksheet, perform calculations, modify and format a worksheet, print workbook contents, and manage large workbooks.

Thinking about starting a new business?  
NEW AND EXISTING SMALL BUSINESS OWNERS MAY BE ELIGIBLE FOR A DISCOUNTED WORKSHOP FEE. Contact us to find out if you may qualify for this discounted price. For more information on this class and to obtain a registration form, please call 740.289.2371 or toll free at 866.820.1185. **Seats are limited.**

Must register by Monday October 23rd.

**This institution is an equal opportunity provider and employer**

941 Market Street  
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