

# COMPUTER CLASSES



**MARINE SYSTEMS  
TRAINING CENTER**

**Thomaston, Maine**

A Program of the Maine Marine Trades Association

60 Main Street Thomaston, ME ★ 207-354-8803 ★ [www.marinesystemstraining.com](http://www.marinesystemstraining.com)

## INTRODUCTION TO EXCEL

**Wednesday, April 28, 2010 9:00 am – 4:00 pm**

- Recommended for those new to Excel or have limited spreadsheet experience
  - Learn the practical uses and versatility of Excel spreadsheets
- Suggested familiarity with PC's and some basic use of mouse and keyboard

### TOPICS INCLUDE:

**TERMINOLOGY \* DELETING & EDITING CELLS \* USING FUNCTIONS  
SORTING BASICS \* USING MULTIPLE WORKSHEETS \* PRINTING OPTIONS**

Course Fee: \$235 includes lunch

Instruction By: *Vtec Education of Portland*

ALL CLASSES  
OPEN TO  
THE PUBLIC



**Limited Seating –Enroll Now!**

## INTERMEDIATE EXCEL

**Wednesday, May 26, 2010 9:00 am – 4:00 pm**

- Learn more advanced features of Excel
- Suggested familiarity with Excel basics by experience or through the intro class

### TOPICS INCLUDE:

**NAMING RANGES \* PROTECTING WORKSHEETS \* LINKING WORKSHEET DATA  
CHARTING \* INTRO TO PIVOT TABLES \* FREEZE/SPLIT TITLES**

Course Fee \$235 includes lunch

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