EXCEL WORKSHOPS
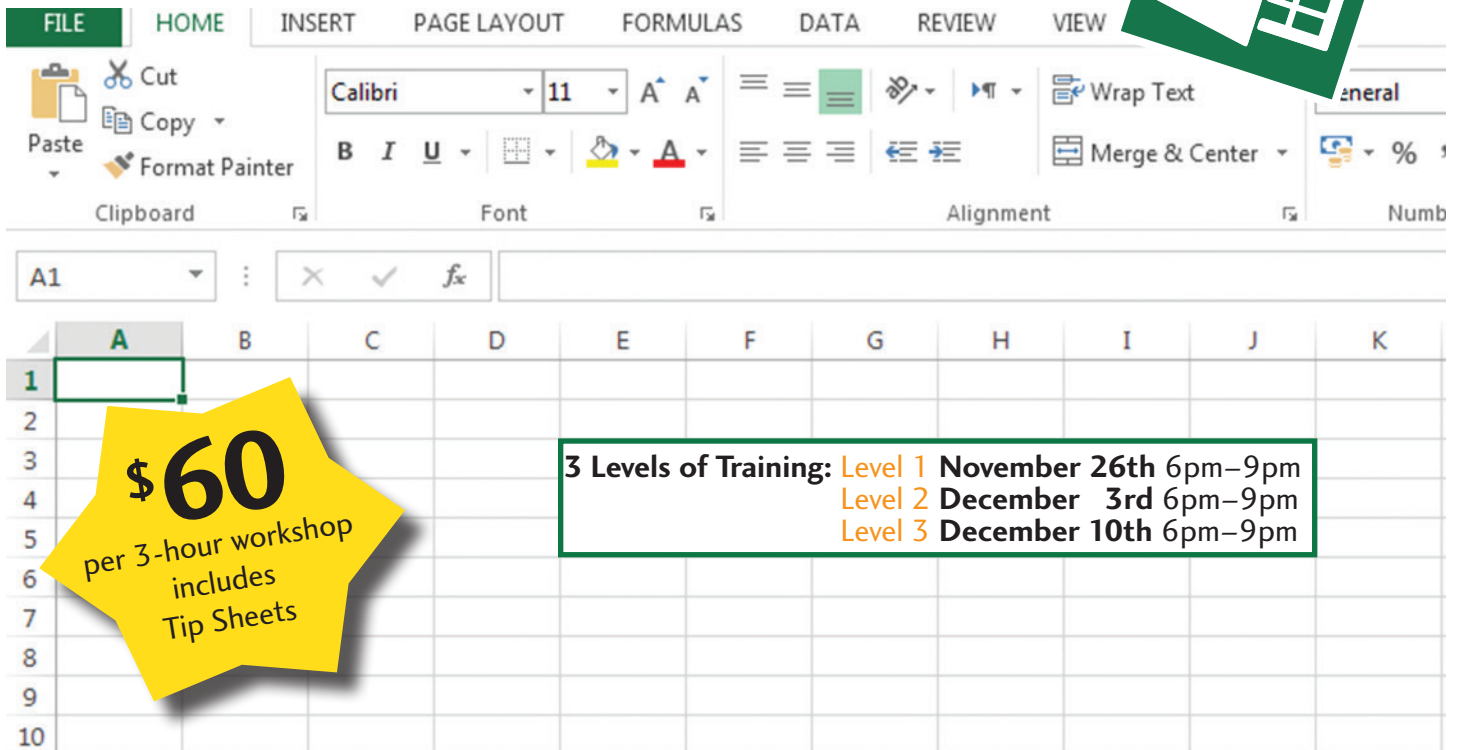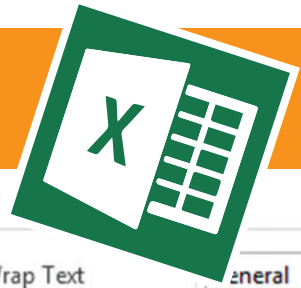
$60 per 3-hour workshop includes Tip Sheets

3 Levels of Training: Level 1 **November 26th** 6pm–9pm
Level 2 **December 3rd** 6pm–9pm
Level 3 **December 10th** 6pm–9pm

Need to use Excel but don't know where to start?

Excel is a popular application for creating spreadsheets, analyzing data, and developing tables and charts. This series of 3-hour hands-on workshops will give you step-by-step instructions on using the Excel tools and shortcuts to create, enter, and analyze data quickly and efficiently.

You will explore…

• **Adjusting Cells** • **Formatting Text** • **Formulas** • **Pivot Tables & More**

Bring your laptop (Mac or PC) loaded with MS Excel to work through the session.

Space is limited so book today!

Workshop to be held at:
Suite Success @ ESS Direct
411 Huronia Rd., Unit 5, Barrie
Starting on Monday November 26th, 2018

At Your Speed computer training

atyourspeedcomputertraining@gmail.com   **705.791.2370**

CLASS REGISTRATION

November – December 2018
Evening Classes 6pm – 9pm

At Your Speed computer training

LOCATION: Suite Success at ESS Direct, 411 Huronia Rd., Unit 5 Barrie L4N 9B3

WHAT'S PROVIDED:
- Quick reference information sheets to ensure you have key information to take with you as reminders.

WHAT YOU'LL NEED TO BRING:
- Your PC or MAC laptop, or tablet, so that you feel comfortable working on your own computer.

PLEASE REGISTER ME FOR THE FOLLOWING COURSE(S): (for further information and dates see over)

MS EXCEL ■ Level 1 ■ Level 2 ■ Level 3

PERSONAL INFORMATION:

NAME _____

ADDRESS _____ CITY _____ POSTAL CODE (_____

PHONE AND/OR CELL # _____ EMAIL _____

BUSINESS INFORMATION:

BUSINESS NAME _____

BUSINESS ADDRESS _____ CITY _____ POSTAL CODE _____

BUSINESS PHONE AND/OR CELL # _____ BUSINESS EMAIL _____

WHAT IS YOUR LEVEL OF EXPERTISE? (Check one):

■ BEGINNER   ■ INTERMEDIATE   ■ ADVANCED

WHAT COMPUTER SYSTEM ARE YOU RUNNING? (Check one)

■ MAC OS _____   ■ PC OS _____

WHAT VERSION OF THE APPLICATION ARE YOU RUNNING? (Check one)

■ 2007   ■ 2010   ■ 2013   ■ 2016   ■ 365   ■ OTHER _____

PRICE: $60.00 per 3 hr. class   **Total: $ _____**

Payable by: ■ Cash ■ E-transfer ■ Visa/MasterCard ■ Cheque

At Your Speed Computer Training is committed to protecting any of your personal information in our possession. We will not disclose or sell any personal information to third party associations unless requested/approved by the participant. We will only use any personal information for identified purposes and we will not disclose or use this information without obtaining consent from you. We will work to ensure that any third parties that we do business with are compliant with the Personal Information Protection and Electronic Documents Act (PIPEDA).

3 HR. CLASS $60 EACH

CONSUMER CHOICE AWARD 2018 BARRIE

THANKS FOR REGISTERING

Please email your completed registration form(s) to: atyourspeedcomputertraining@gmail.com
or drop off at 411 Huronia Road, Unit 5, Barrie