



Southeast Steuben County Library
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ssclibrary.org

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FOR IMMEDIATE RELEASE

SSC LIBRARY'S BE:LAB TO HOLD EXCEL WORKSHOP SERIES

The Southeast Steuben County Library will offer a Microsoft Excel Series this winter.

Workshop one will be held Jan. 16 2014 from 2-4 p.m. and will cover Excel basics such as modifying columns, rows and cells.

Workshop two will be held on Jan. 23, 2014 from 2-4 p.m. and will cover simple formulas, formatting cells and data and table creation.

The final workshop will be held Jan. 30, 2014 from 2-4 p.m. and will cover sorting data, multistep formulas and chart creation.

These workshop build upon each other, therefore, attendees should plan to attend all three unless they have prior knowledge of Excel.

Those interested in attending should sign up by calling, (607) 684-0361 or email gaylorj@stls.org.

Digital literacy specialists at the library also offer one-on-one technology assistance during the library's weekday hours by appointment or on a first-come-first-served-basis. For appointments call, (607) 684-0361 or email gaylorj@stls.org.

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The library is handicapped accessible. If you require special accommodations, please call us in advance:
(607) 936-3713.