Southeast Steuben County Library
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FOR IMMEDIATE RELEASE

LEARN EXCEL AT SSC LIBRARY

The Southeast Steuben County Library is offering a three-part Excel workshop to be held from 1:30-3:30 p.m.

Excel 1 will be held July 16, Excel II on July 23 and Excel III on July 30. Each class builds on the previous one so participants should plan to attend all three or already have a basic working knowledge of the program.

Course I will cover cells and modifying columns, rows and cells.

Course II will cover formatting cells and data, simple formulas and table creation.

Course III will cover worksheets, sorting data, multistep formulas and how to create a chart.

Participants may bring their own laptops if they have Microsoft Excel 2010 installed on them. Otherwise, we will provide laptops for the programs.

Sign up is required by calling (607) 936-3713 ext. 502.

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Programs made possible by the Friends of the Library
The library is handicapped accessible. If you require special accommodations, please call us in advance: (607) 936-3713.