



Southeast Steuben County Library
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May 20, 2015
FOR IMMEDIATE RELEASE

IMPROVE YOUR DIGITAL LITERACY: EXCEL SERIES OFFERED

Learn a marketable skill in June at the Southeast Steuben County Library. The library will be holding a Microsoft Excel Series the first three Wednesdays in June from 2-4 p.m.

Excel I, June 3 | Learn the latest features in Excel. This class covers cell basics and how to modify columns, rows and cells.

Excel II, June 10 | Learn to format cells and data, and learn simple formulas. You must have a working knowledge of Excel or have taken Excel I to attend this class.

Excel III, June 17 | Learn worksheet basics, how to sort data, multistep formulas and how to create a chart. You must have taken Excel I and II or have a good working knowledge of the program to attend this class.

Participants are invited to bring their own laptops if they have the latest edition of Excel installed. Otherwise, laptops will be provided for you.

Sign up is required for these classes by calling (607) 936-3713 ext. 502. Please specify which dates you plan to attend.

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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.