

# INTRO TO EXCEL



TUESDAY  
**11<sup>TH</sup>**  
APRIL 2017



Soifer  
Room  
@ AFT-CT

Presented by  
**Tommy Viola**  
Member of SVFT 4200A

**5<sup>PM</sup>**  
to  
**7<sup>PM</sup>**

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Microsoft Excel is one of today's most powerful and versatile software tools, but if you're not familiar with its basic functions, formulas, commands and keystrokes, you're setting yourself up for frustration and disappointment. This Excel for beginners training gives you strong fundamentals to build on. With the basic Excel training you'll learn how to use charts, graphs, fonts, borders, shading and more — and produce spreadsheets that communicate better and really get attention. You'll discover professional Excel tips for brilliant, distinctive output every time, on every worksheet.

Attendees should bring their laptop or tablet (with Excel) to the workshop to follow along.

Light dinner will be served.

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Register online at  
**<https://leadernet.aft.org/webform/excel>**  
or call the office at 860-257-9782

