



# Microsoft Office Excel 2007: Level I Training Workshop

The Business Development Department of the Community Action Committee of Pike County, Pike County Career and Technology Center and the OSU Small Business Development Center is offering an all-day: Microsoft Office Excel 2007: Level I Training Workshop on December 14th, 2011 at the OSU Endeavor Center in Piketon, Ohio. The Microsoft Excel 2007: Level I Training Workshop is a hands-on course, that teaches participants how to explore the Microsoft® Office Excel® 2007 environment and create a basic worksheet, perform calculations, modify and format a worksheet, print workbook contents, and manage large workbooks.

**For more information on this class and to obtain a registration form, please call 740-289-2371 or toll free at 1-866-820-1185. Seats are limited.**

## WHEN/TIME:

December 14th, 2011  
8:30 a.m.— 4:30 p.m.  
\*Lunch Provided!

## WHERE:

Ohio State University  
Endeavor Center  
1864 Shyville Road  
Piketon, Ohio 45661

**FEE:** \$75



**For more information contact:**



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