

# Microsoft EXCEL Level 1

## One Hour at a Time

### Live Training

Dates: Wednesdays starting, May 1 , 2019  
(See Attached Schedule)

Time: 10:00 — 11:00 AM MST

Location: Your Site Using Your Computer!

1– 10 Students:           \$99/person

**OR PAY ONE PRICE FOR MULTIPLE STUDENTS AND SAVE!**

Up to 20 Students:       \$1500

Up to 40 Students:       \$2500

Up to 60 Students:       \$3000

Up to 100 Students       \$4000

Price is for all  
6 sessions!

- ☉ Live training using Zoom (a web-based, easy to use free program). Each are recorded in case you miss one!
- ☉ All you need is a computer with internet access, speakers/headphones, or dial in to listen. Webcam and mic are optional.
- ☉ Price Includes **SIX** Lessons—One hour per week plus a manual.
- ☉ Exercises are given as homework to practice.

Register today!

780-940-6772

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**Know it Sooner**  
Computer Training

## Excel Level 1 Live Webinar Schedule

**Time of Session is from 10:00 AM—11:00 AM MST**

**All sessions are recorded so you can watch it later if the time doesn't work!**

<b>Session Number</b>	<b>Date</b>	<b>Topic</b>
1	May 1, 2019	Getting Started, Excel Cursors
2	May 8	Basic Formulas and SUM
3	May 15	Absolute References
4	May 22	Functions (AVERAGE, MIN, MAX, COUNT)
5	May 29	Sorting and Printing
6	June 5	Review

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