



Associated General Contractors
 San Diego Chapter, Inc.
 6212 Ferris Square
 San Diego, CA 92121
 (858) 558-7444
 Fax: (858) 558-8444

Microsoft Excel 2000/2002/2003 Intermediate

Tuesday, December 19, 2006

Ready for the next level? After taking this class, you will know:

- ✓ how to save time by working with or creating templates.
- ✓ how to sort and filter data.
- ✓ how to import and export data.
- ✓ how to work with Advanced formulas.
- ✓ how to analyze data.
- ✓ how to share ideas with others by inserting hyperlinks and comments in your worksheets.

Who Should Attend? Sign Up EarlyOnly 20 seats available

Administration, Human Resource, Estimating, Accounting, Project Managers, and Superintendents who have a basic knowledge of Excel and want to go to the next level.

REGISTER ON-LINE ... WWW.AGCSD.ORG ... scroll down to Education & Training

Instructor: John Cellini
Time: 8:00 AM – 4:00 PM
Location: AGC – 6212 Ferris Square, SD, CA 92121
(for directions: www.agcsd.org)
Cost: \$139 for AGC Members
\$149 for Non-Members

Complete the form below and fax it to the AGC San Diego offices at (858) 558-8444.

Name(s): _____
 Company Name: _____
 Contact Person: _____ Phone: _____ Fax: _____
 Email: _____ AGC Member Non-member (Pay In Advance)
 Payment Information:
 Check # _____ in the amount of _____ is being sent to AGC San Diego Chapter, Inc., 6212 Ferris Square, San Diego, CA 92121.

OR

Please bill my American Express, Master Card or Visa # _____
 Expiration Date: _____ Signature: _____

ALL CANCELLATIONS MUST BE MADE 72 HOURS PRIOR TO CLASS DATE. ALL NO SHOWS AND LATE CANCELS WILL BE BILLED. SORRY, NO EXCEPTIONS!