



Associated General Contractors
San Diego Chapter, Inc.
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Introductory Microsoft Excel 2002/2003

(Basics and Beyond!)

Tuesday, August 7, 2007

After taking this class, you will know:

- ✓ how to create a basic worksheet by entering text and values.
- ✓ how to work with cells and cell data by using a variety of moving and copying techniques.
- ✓ how to perform calculations on data by using **formulas**, including **functions**.
- ✓ how to format worksheet data by using a variety of formatting techniques.
- ✓ how to work with multiple worksheets.
- ✓ how to create and modify basic charts.
- ✓ how to set the page display and printing options.

15 seats available

**Administration, Human Resource, Estimating, Accounting, Project Managers, Project Engineers
and Superintendents anyone working with computers!!!!**

Instructor: John Cellini
Time: 8:00 AM – 4:00 PM – Limited Class Size – First FIFTEEN Registrants
Location: San Diego AGC Office (for directions: www.agcsd.org)
Cost: \$159.00 for AGC Members \$199.00 for Non-Members

Register Online
www.agcsd.org

(Look for "Education & Training" link, then "Construction Education Classes")

For more information:
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All cancellations require a 72-hour notice. Late cancels and no shows will be charged applicable fees.