

# UNRAVELING THE MYSTERIES OF EXCEL

## A one day Introductory Workshop

with Bonnie Dasher-Andersen

Tuesday, May 5<sup>th</sup> 9am – 4:30pm

Registration deadline – April 20<sup>th</sup>

The Farmhouse at High Reach Farm, Danville, VT

**Question:** “What does Excel actually do?”

**Answer:** Excel adds – it multiplies – it projects – it tracks inventory – it stores information – it allows you to create calculations - AND makes your life easier in so many ways!

If you have Microsoft Office and have always wondered what Excel does, then **this is the workshop for you!** Microsoft Excel provides a way to organize nearly any type of information. The power of Excel lies in its flexibility to define the layout and structure of the information you want to manage. You can work with text, numbers, calculations and date information. This workshop will get you up and running with Excel with the basic toolkit to create, modify, format and print worksheets.

Some uses for Excel include:

- Creating budgets for grant applications.
- Keeping track of expenses and mileage.
- Maintaining budgets.
- Creating organized and sortable lists of information such as mailing lists.

In this workshop, you will learn how to:

**Create a Worksheet** – and add text and numbers.

**Add Formulas** – to automatically do calculations in a worksheet.

**Format and Modify a Worksheet** – to enhance a worksheet’s appearance to make it easier to read; and modify the structure of the worksheet by working with rows and columns.

**Print Worksheets** – including using headers, footers, gridlines and other printing options.



Bonnie Dasher-Andersen is a certified Microsoft Word trainer with 25 years’ experience as an IT specialist. She is known for her thorough and entertaining training style.

This hands-on workshop will require you to have a computer with Excel 2010 or 2013 or be willing to look on with another participant. You will be introduced to a tool and then practice with an example. There will be ample time for questions and answers.

No previous knowledge of Excel is required. A workbook will be supplied to all participants.

Workshop cost: \$125 (includes workbook). Special 10% discount for employees of the Lyndonville or Danville Chamber of Commerce member organizations.

# Registration for Excel Workshop

<b>Name</b>	
<b>Phone</b>	<b>Day:</b>
	<b>Evening:</b>
<b>Address</b>	
<b>City, State, Zip Code</b>	
<b>Email</b>	

## Method of Payment

Check (Enclosed) Made payable to The Farmhouse

PayPal

Access PayPal and make a deposit to sterry@highreachfarm.com.

I have deposited \$\_\_\_\_\_ into PayPal account

Credit Card

MasterCard

Visa

Card Number:

Expiration Date:

Name on Card:

Security Code (on back of card):

**If you are an employee of business or organization that is a member of the Danville or Lyndonville Chamber of Commerce, list business name below to receive a discount.**

**Print this form & mail to: High Reach Farm, 2847 Tampico Road, Danville, VT 05828 OR  
Scan this form and attach it to an email addressed to: sterry@highreachfarm.com**