



Presents

ADVANCING YOUR MS EXCEL SKILLS

COURSE DESCRIPTION:

This training session is for existing users of Excel – not the novice. **The examples are based on applications specific to the construction industry.** Content to cover splitting the sheet & locking rows/columns, formatting & formula tricks, insert/deleting columns/row/sheets, headers/footers, sort data with columns; cell pointer movement shortcuts, overcoming common Excel problems and much more.

Students to bring laptop, A/C power supply & pre-installed software to class. Will use Excel 2003 but most functions/operations will apply to all versions of Excel after Excel 97. Excel 2007 will not be covered.

INSTRUCTOR: Larry Aaron, T & M Concepts
WHEN: March 16, 23, 30 and April 6, 2010
WHERE: AGC Training Room – 150 N. Durango Drive, Las Vegas, NV
TIME: 1:00 p.m. – 5:00 p.m.
COST: \$50

REGISTRATION FORM

Advance registration and payment **MUST BE RECEIVED PRIOR TO START OF CLASS TO ATTEND.** Please register and pay by check or credit card no later than **March 12, 2010.** At-the-door registrations or payments will not be accepted. Register online at agclasvegas.com or call 796-9986 or fax form to 796-1629. Class is underwritten by the AGC and the Commission on Construction Education.

Company: _____

Address: _____

Name(s) of Attendee(s): _____

Phone: _____ **Fax:** _____ **Authorized by:** _____

Email address (required): _____

Credit Card No: _____ **Exp.** _____
(Visa, Master Card and American Express accepted)

Amount: \$ _____ **check-in-the-mail** (must be received by: March 12th)

AGC Cancellation Policy: Unless AGC received cancellation notice at least 48 hours in advance, participants are responsible for their advance reservations. Due to the advance requirements for scheduling and non-returnable class materials, participants will still be responsible for cost of materials even with 48 hour notice.

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