



Associated Subcontractors of Massachusetts



ASM COMPUTER LEARNING SERIES

New Horizons Computer Learning Course, Microsoft Excel 2007, Level 2 Wednesday, May 6, 2009

This course will start with a short, high-level review of Basic Excel to provide the foundation for Level 2 material. The review is not a substitute for the Basic course, and you should be proficient in Excel at a basic level before enrolling in this intermediate course.

In Level 2, you will use Microsoft Office Excel 2007 to streamline and enhance spreadsheets with templates, charts, graphics and formulas. You will apply visual elements and advanced formulas to a worksheet to display data in various formats. Specific topics will include:

- Calculating Data with Advanced Formulas
- Organizing Worksheet and Table Data
- Presenting Data Using Charts
- Analyzing Data Using PivotTables and Pivot Charts
- Inserting Graphic Objects and Customizing and Enhancing Workbooks

Computer Courses for ASM Members

- * Small Classes, personalized instruction
- * State of the Art Training Facilities
- * Substantially Discounted Rates

Minimum enrollment of 10 students is required for the class to proceed.



REGISTRATION FORM

Firm _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Persons Attending _____ \$ _____

_____ \$ _____

_____ \$ _____

Total \$ _____

Payment Method

Check Credit Card (Circle One)   

Account Number _____

Exp month _____ year _____ Security Code _____

Card Holder's Signature _____

Name on Card (print) _____

Billing Address _____

Date: Wednesday, May 6, 2009

Time: 8:00-8:30am Registration
8:30am - 3:30pm Program
There will be a 45 minute lunch break.

Place: New Horizons
404 Wyman Street,
South Entrance, Suite 150
Waltham, MA 02451

Cost: \$175.00

Mail or fax the registration form to:
Associated Subcontractors of Massachusetts
One Washington Mall
Boston, MA 02108
Phone: 617-742-3412
Fax: 617-742-2331

NOTE: For a complete refund cancellations must be received by Friday, April 24th.