

INTRO TO MICROSOFT EXCEL



LEARNING MICROSOFT EXCEL BASICS

Jeff Davis County Library is offering an **Intro to Microsoft Excel** class. This two-hour seminar is for beginning-to-intermediate users. A few of the covered topics are:

- Hacks and shortcuts to improve your Excel experience
- Creating spreadsheets with pizzazz
- Using templates to create professional spreadsheets
- Inserting clipart and pictures
- Creating graphs and pivot tables
- Printing efficiently with headers and footers

Please bring your laptop (with Microsoft Excel installed) or use one of the five available at the library. Call today to reserve your spot.

Computing made simple with
Kim Smith



Kim Smith has a Networking Specialist degree from Southeastern Technical College and has been Microsoft Certified for over 14 years.

WHERE?

Jeff Davis County Library
189 E Jarman Street
Hazlehurst, GA 31539
912-375-2386

WHEN?

Monday, October 15, 2018
6 pm – 8 pm

Learn to **excel** at
Microsoft Excel!