

- **Introduction to Excel 2007:**

Description: This hands-on session will allow you to understand Excel and what it is and does. We will look through the options that the toolbars offer and then begin to use some of those options. We will begin by opening a new workbook, entering and editing data on a new worksheet, saving a worksheet/workbook, format information on a worksheet, and print a completed worksheet. Bring your address book along and we will use some of your information as we learn! Bring a flash drive to save your information.