

# Intro to Excel

**Where: Rim Community Library**

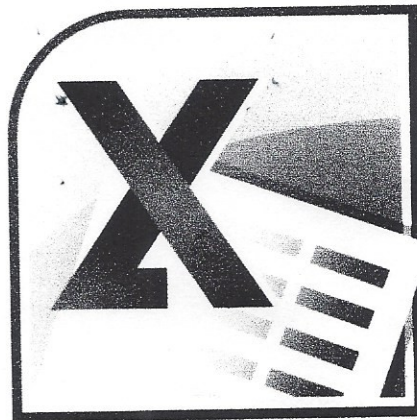
**When: Monday, June 11th from 10 am to 12 pm**

Have you ever wanted to make a list on the computer that can be reordered easily? What about setting up a simple budget sheet? Have you opened Microsoft Excel and been lost from the get go?

**If you are confused about Microsoft Excel, you are not the only one!**

With Intro to Excel, some of the topics we will cover are:

- ◆ Key Areas of Excel and what they do
- ◆ Moving around a spreadsheet
- ◆ Using Freeze Panes
- ◆ Sorting and Filtering
- ◆ Entering a Formula to calculate totals
- ◆ Creating a Chart and More!



This is a hands-on class. You will have a chance to use what we teach during the class!

**If you own a laptop with Microsoft Excel already installed, feel free to bring it in to use!**

Please visit or call the Rim Community Library to sign up at 928-535-5749.

If you have any questions about the topics being covered, please call 928-524-4744

**This training is a free service offered by the Navajo County Library District.**

**Visit us at [www.navajocountylibraries.org](http://www.navajocountylibraries.org).**