Hoover Public Library
Computer Classes

Basics of Microsoft *Excel*

PREREQUISITES:
- Intro. to Personal Computing
- Basic Word, Parts 1 & 2

Class size is limited.
Reservations required.
Sign up at the
Technology Hub or call
444-7747.

This class is designed to introduce new users to Microsoft Excel, a spreadsheet application. It covers an introduction to the application and how to perform common tasks through the use of menus and toolbars.

The class includes a demonstration of the application and its basic features, along with guidance on how to use the ribbon interface. Includes step-by-step instructions on how to create and edit spreadsheets.

The class is free of charge and designed for library patrons who are new to Microsoft *Excel*.

Basics of Microsoft Excel is a two-part class.
In order to get the most out of this class, sure to sign up for **both** parts.

CLASS INFORMATION

WHEN: Weekdays, weeknights, and weekend classes when available. Check at the Technology Hub for available times.

WHERE: The Hoover Public Library Training Center (Administrative level)

LENGTH: Each class meeting is approximately 3 hours, including a break.

WHO: Children under the age of 12 must be accompanied by an adult and must be able to read.