



PC Seminars

Spring 2010
St. Louis, Missouri

Become more efficient on the job with better software skills...register today!

Tuition: \$170 **CFT Credit:** .50
Location: First Bank PC Training Lab
 600 McDonnell Blvd, Hazelwood, MO 63042
Time: 9:00 am – 4:30 pm
PC Seminars are hands-on: You work on a PC during the entire seminar – the best way to learn!

If you have access to a PC lab, in-house group training is a great option. CFT can present customized programs at your location for your group. Group training can be very cost-effective. For more information, contact Crista Olson, Crista@cftacs.org 314.655.0003 or 800.795.5242x9003

MICROSOFT EXCEL 2007 INTRODUCTION Tuesday, April 20, 2010

Program Highlights: >Introduction to spreadsheet terminology and Excel's window components >Use the Help system >Navigate worksheets and workbooks >Enter and edit text, values, formulas, and pictures >Save workbooks in various formats >Move and copy data >Learn about absolute and relative references >Work with ranges, rows, and columns >Create simple functions >Learn basic formatting techniques and printing >Create and modify charts >Manage large workbooks.

MICROSOFT EXCEL 2007 INTERMEDIATE Tuesday, May 11, 2010

Program Highlights: Use multiple worksheets and workbooks efficiently >Work with more advanced formatting options including styles, themes, backgrounds, and watermarks >Create outlines and subtotals >Create and apply cell names >Work with lists and tables >Save workbooks as Web pages >Insert and edit hyperlinks, and save a workbook as a PDF file >Learn advanced charting techniques >Use worksheet auditing and protection, file sharing and merging, and workbook templates.

MICROSOFT EXCEL 2007 ADVANCED Thursday, June 10, 2010

Program Highlights: >Work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX >Use data validation >Use database functions such as DSUM >Work with PivotTables and PivotCharts >Import and export data >Query external databases >Use analytical features of Excel (such as Goal Seek and Solver) >Run/record macros >Share Excel data via the Web views

LOOKING FOR OTHER TOPICS OR FORMATS?

VISIT www.cftacs.org TODAY!
800.795.5242

CENTER FOR FINANCIAL TRAINING
720 Olive, Suite 440, St. Louis, MO 63101-2300
www.cftacs.org

TO REGISTER: FAX COMPLETED FORM TO 314.241.9968

Program Name	Date
Program Name	Date
Program Name	Date
Student Name	SSN – last 4 digits
Email Address	
Organization Name	Cost Center
Organization Address	Mail Stop
Organization City, State, Zip	
Phone Number	Fax Number
<input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> CHECK <input type="checkbox"/> BILL MY EMPLOYER	
Card Number	Exp. Date
Cardholder Name	Phone Number
Approving Manager or Cardholder Signature Phone Number <i>By signing this form, I accept responsibility for all monies due to CFT and agree to CFT registration policies on www.cftacs.org</i>	
Billing Contact Name	
Email Address	