



# Microsoft 'Excel for Realtors'

## A Hands On Condensed Class



2240 South County Trail, Suite 3, E. Greenwich, RI 02818

Laptops will be provided for the duration of the Class.



An excel class for Realtors who are familiar with excel, but would like to enhance their capabilities.

Register NOW!  
EVENTS@kwaor.org

Seating is Limited!!!!

**\$99.00**

**Friday,**

**April 9th**

New Horizons Computer Learning Center will supply the Laptops and the Instructor for this hands on class being offered at the Kent Washington Assoc. Office in East Greenwich.



We have picked topics from the Level 1, 2, & 3 Excel 2007 Course Outlines and are putting them into a one day class at the cost of \$99.00 for 6 CEH Credits.

*( A one day class at New Horizons costs \$275.00— take advantage of this opportunity!)*

Friday, April 9, 2010 9:00 AM to 4:00 PM ( 1 Hour Lunch Break)

**6 CEH CREDITS**

### Course Topics will include:

#### Performing Calculations

Create basic formulas, Calculate, Copy Formulas, Create an Absolute Reference

#### Developing a Workbook

Format Worksheet Tabs, Reposition Worksheets in a Workbook, Insert & Delete Worksheets, Copy and Paste Worksheets, Copy a Workbook

#### Printing Workbook Contents

Set a Print Title, Create a Header & Footer, Set Page margins, Change Page Orientation, Insert and Remove Page Breaks, Print a Range

#### Creating and Modifying Charts

Create a Chart, Format Chart Items, Change the Chart Type, Create a Diagram

#### Calculating with Advanced Formulas

Create and Apply a Name for a Range of Cells, Calculate Across Worksheets, Calculate with Date and Time Functions, Calculate with Financial Functions, Calculate with Statistical Functions, Calculate with Lookup and Reference Functions, Calculate with Logical Functions

#### Sorting and Filtering Data

Sort Data Lists, Filter Data Lists, Create and Apply Advanced Filters, Calculate with Database Functions, Add Subtotals to a Worksheet

#### Analyzing Data

Create a Trend Line, Create 3 Scenarios, Perform What-If Analysis, Develop a PivotTable®, Develop a Pivot Table® Report, Perform Statistical Analysis with the Analysis ToolPak

#### Importing and Exporting Data

Export to Microsoft Word, Import a Word Table, Import Text Files, Publish a Worksheet to the Web, Create a Web Query

To register: E-mail your Name, Company Name, Phone Number & Preferred E-Mail address to [Events@kwaor.org](mailto:Events@kwaor.org)