



Excel: Beyond the Basics

September 10, 2015

12:00 pm to 1:15 pm



245 Market Street, Suite 200
Johnstown, PA 15901
814.535.8675 / www.jari.com

Connect with us



Cost:

\$5.00/person for lunch

Location:

JARI Center for Business Development
160 Jari Drive (Richland Township)

The Presenter:

Jessica Barron

Adjunct Faculty in Computer
Technology and Communications
Pennsylvania Highlands Community College

“Excel: Beyond the Basics” will cover the following topics:

- *Charts*
- *Using drawing tools*
- *Summarize data from multiple sources*
- *Importing data*
- *Macros*
- *More complex formulas*
- *PivotTables*

Excel Sessions

12pm – 1:15pm

JARI Center for Business Development

REGISTRANT INFORMATION

Company _____

Address _____

City _____ Zip _____

Contact Name _____

Telephone _____

Fax _____

Email _____

Would you like to receive a registration confirmation (sent by email)
_____ Yes _____ No

Please choose one or both sessions:

Excel Basics - August 27, 2015 _____

Excel: Beyond the Basics - September 10, 2015 _____

PARTICIPANTS *(Please use a new form for additional participants)*

- 1) _____
- 2) _____
- 3) _____
- 4) _____

PAYMENT INFORMATION

of Participants _____ x \$5.00 = \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

This form is considered your invoice. Payment should be made prior to the day of the event to reserve your seat.

Checks are to be made payable and mailed to:

Johnstown Area Regional Industries, Attn: Michele Clapper, 245 Market Street * Suite 200, Johnstown, PA 15901.

Note: No shows and cancellations after August 25 for Excel Basics and September 7 for Excel: Beyond the Basics, will be billed for any seats that you had reserved that we were unable to fill.

Please RSVP by August 25 if you are attending Excel Basics or by
September 7 if you are attending Excel: Beyond the Basics to ***Michele Clapper.***

Fax - 814.535.8677 / Email at mclapper@jari.com.