



**EXCEL WORKSHOP**  
**JANUARY 12<sup>TH</sup>**  
**9AM-11AM**

**WORD WORKSHOP**  
**FEBRUARY 9<sup>TH</sup>**  
**9AM-11AM**

**REGISTRATION**  
**REQUIRED LIMITED**  
**SEATS AVAILABLE**

**BRING PAPER AND**  
**PEN FOR NOTES**

**MUST HAVE BASIC**  
**COMPUTER SKILLS**

# MICROSOFT EXCEL AND WORD WORKSHOPS

## MICROSOFT EXCEL

In this 2-hour class, you will learn how to setup a spreadsheet and create formulas that automatically update when you change your data, organize data by sorting and filtering, and even plot numeric data into charts and more.

## MICROSOFT WORD

In this, 2-hour class you will become familiar with Word Window and Ribbons, entering and formatting text, paragraphs, how to select, copy or remove text, shortcuts to make your work quicker and easier, and more.

Steve Vos is a retired professional currently offering his time as a volunteer at Martin Library and PA CareerLink® to help individuals prepare to reenter the workforce. Disclaimer, Steve Vos has no direct affiliation to the PA CareerLink or it's vendors and provides this volunteer service at no cost.

## PA CAREERLINK

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Register at  
[www.jobgateway.pa.gov](http://www.jobgateway.pa.gov)  
or by calling 717-767-7600