



*It's the Trainer that
makes the training,
not the training
company!*

*Trust your training
to an experienced,
professional trainer.*

SOME OF THE TOPICS COVERED

Working with Cells, Rows, & Columns
Working with Sheets & Workbooks
Formatting, Formulas & Functions
Printing Setup
Linking Cells, Sheets, & Workbooks
Naming Cells & Ranges
Charting
Protecting Sheets
Working with Databases
Analyzing Data
Pivot Tables
Importing/Exporting
Window Actions
Customizing Excel
Merging with MS Word
Working with MS Access
Shortcut Keys

ABOUT CAS

- * Training businesses since 1993 - have trained thousands of employees in a variety of companies.
- * Cost Effective Classes - some classes start at \$34 per employee!
- * Custom-designed training classes for your company, at your company.
- * Half-day training sessions so that your employees don't miss a full day of work.
- * Employees leave the training with a workbook full of tricks, tips, and techniques to use at work.
- * Free, Post-training assistance
- * Experienced, highly knowledgeable business professionals providing the training - not just trainers following a manual.

A MICROSOFT SOLUTIONS PROVIDER

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MS Access Database Development
MS Excel/MS Office/Data Integration
MS Office Computer Training
Information Systems Consulting