



Hawaii State Bar Association

MEMBER BENEFITS

Seminar Training on Microsoft® Excel- Level 1 New Horizon's Computer Learning Center

AT A GLANCE

» DATE:

Friday, January 22, 2010

» TIME:

OFFERED TWICE. CHOOSE YOUR TIME!

8:30 A.M. - 12 P.M.

1 P.M. - 5 P.M.

» LOCATION:

New Horizon's Learning Center

1585 Kapiolani Blvd.

Ste. 1000

Honolulu, HI 96814

» PRICE:

\$89

CONTACT:

Chad Wong at 441-3419 OR

by e-mail: cwong@nhofhawaii.com

HSBA AND NEW HORIZONS TEAM UP TO PROVIDE HSBA MEMBERS WITH A PERSONALIZED TRAINING COURSE WITH GREAT SAVINGS!

In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.

Some of the areas of coverage included in the training are:

- Getting Started with Excel
- Modifying a worksheet
- Performing calculations
- Formatting a Worksheet
- Developing a Work Book
- Printing Workbook contents
- Customizing Layout

At Course Completion:

You will create and edit basic Microsoft Office Excel worksheets and workbooks.

Seminar Training on Microsoft® Excel- Level 1

Print Full Name _____ Firm _____

Address _____ Phone _____

PAYMENT TYPE: Check Visa Mastercard Credit Card Number _____ Expiration Date _____

(Checks made out to New Horizon's Computer Learning Center)

SEMINAR TIME (please select one): 8:30 a.m. - 12 p.m. 1 p.m. - 5 p.m.

Print Card Holder's Name _____ Card Holder Signature _____

Registration Fee: \$89
Parking will be validated.
Mail or fax form and payment to
New Horizon's Computer Learning
Center.

Form and payment due by 1/19/10
New Horizon reserves the right to
cancel the seminar without liability,
and in such a situation, will return
the amounts paid to the registrant.

New Horizon's Computer
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