

# Excel Training for Beginners

Friday, April 1, 2005  
8:00 a.m. – 10:00 a.m.



The Greater Phoenix Chapter of IFMA Education Committee is pleased to announce that we are kicking off our first in a series of training programs that our membership has requested.

This first session will be held on Friday, April 1, 2005 at the FMRI center and is open to anyone. The session is designed for those individuals that have either little or no experience with this program or wish to re-familiarize themselves with some of the basic steps.

FMRI Classroom is located at:  
General Dynamics C4 Systems  
1395 N. Hayden Rd., Suite # 260  
Scottsdale, AZ 85257

Ph: (480) 441-4421 (please feel free to use the red phone located outside the security gate to dial the classroom if needed).

The session will be taught by Kenn Sullivan, Ph.D from ASU's Ira Fulton School of Engineering. The session will begin at 8:00 AM and will end at 10:00 AM. Since there are currently no computers available to us at the FMRI, it will be helpful if you bring your own laptop. For those who wish to attend, but do not have a laptop we will ask participants that do, to share.

Participants should expect to come away from this session with an understanding of the following:

- Introduction to Excel
- Spreadsheet development
- Simple Calculations
- Formatting and Chart Creation
- Basic Tools
- Functions
- And More!

The cost of the session is \$25.00 and due to the limitations of the classroom we must restrict the number of attendees to 20. This will also allow for a more interactive session.

**Please RSVP no later than March 28th to Steve Georgoulis at:**  
[Steve Georgoulis@emcorgroup.com](mailto:Steve.Georgoulis@emcorgroup.com) or Tel. (602) 685-4617.