



A **FREE Small Business Workshop** Presented by **SCORE** and
Co-Sponsored by the **Weston Library**

Using Spreadsheets for Everything ... But Math

When

Tuesday June 16, 2015
6:00 pm - 7:00 pm
check-in starts at 5:30 pm

Reserve Early: Visit www.scorenorwalk.org –
Workshops or Call SCORE at
(203) 831-0065

Most people are familiar with Microsoft Excel's ability to "do numbers". However, it is a very powerful tool for organizing information that does not have numbers.

Where

Weston Library
56 Norfield Road
Weston, CT 06883

This 1 hour workshop will cover basic information about Microsoft® Excel® with lots of time at the end for Q&A.

You will learn:

- How to sort data
- Formatting
- Mailing lists
- Tab-delimited text
- Moving data between programs
- Linking cells, sheets and workbooks
- Concatenate
- Keyboarding

For more information about
other SCORE workshops and/or
to get FREE One-On-One
Business Counseling please
visit our website
at: www.scorenorwalk.org

If you have any questions please
contact SCORE Fairfield County
at 203-831-0065 or by email at:
score.fairfieldcounty@gmail.com

Our Expert: Bud Freund teaches technology at Bi-Cultural Day School and provides tech support to small businesses and families looking for reasonable, cost-effective technology solutions. Mr. Freund also provides training to individuals, groups and corporations including GE, UBS and the YMCA. His curriculum covers a broad range of hardware and software skills including safe internet practices, tablets, and Microsoft® Excel®. As a capstone project, his students create their yearbook pages using PowerPoint and Photoshop.

Mr. Freund's computer and networking knowledge base has grown from over 17 years of training and mentoring and started with building HIPAA compliant networks for medical offices in Fairfield and Westchester Counties. His skill set also enables him to give back to the community as a SCORE volunteer specializing in IT.

