



Connecting People With Technology

Ekaru has been proud supporter of the Middlesex West Chamber of Commerce since 2001



Technology Workshop:
Microsoft® Excel® Boot Camp

on
Thursday June 29, 2006
at the

Ekaru Office

319 Littleton Road; Suite 105, Westford

8:30am – 10:30am

(Arrive Early for Networking – Bagels and Coffee will be served)

Microsoft® Office is the most widely used office productivity solution available, but few people even scratch the surface of its capabilities. Following up on our recent workshop "Microsoft Office – Tips & Tricks - Get more from the technology you already have" we have planned a series of three "Boot Camp" sessions to get more in-depth with Microsoft Office, starting with Excel.

Boot Camp Theme:

Getting the most out of your numbers – geared to business professionals and office managers.

We don't plan to get into heavy math or accounting, and will target the presentation level to the audience.

- Navigation Basics. Entering repetitive and sequential numbers. Cutting and pasting. Inserting data
How to import data. Defining properties of basic CSV format.
How to export data, into other applications Word, PPT, e-mails etc.
Data manipulation: easy guide to formulas and references (SUBTOTALS, Basic LOGICAL & LOOKUP functions)
A picture is worth a thousand words – Graphing data.

Ekaru provides computer and network support to small businesses in the greater Boston area. Everything including IT strategy, network security, fighting Spyware, training users, troubleshooting networking problems, and configuring back-ups... basically everything an IT department does for a big company. We help you get more from the technology you already have and tell you about the new things you need to know about!

To get the most from the workshop, please send specific questions in advance. If you'd like, you can even send over a file to info@ekaru.com and we'll cover your specific questions in the workshop. We'll stay around after the program to cover all your questions.

DETACH THIS FORM AND RETURN WITH YOUR PAYMENT BY June 23, 2006

Ekaru
319 Littleton Road; 105
Westford, MA 01886
Tel: 978-692-4200
Fax: 978-268-5119

info@ekaru.com
www.ekaru.com

Microsoft Excel Boot Camp June 29, 2006
\$40 per person - \$30 for Ekaru Clients and MWCOB Members

Reserve Now. Space is Limited

Company:
Phone:
Attendee 1:
Attendee 2:
Attendee 3:
Amount Enclosed: \$
Payment Method: [] Cash [] Check [] Amex [] Visa [] MC
Card #: Exp:
Name on Card:
Signature: