25-MINUTE TECH SHOT

Room: L2.72.09NB

Working with Excel Ribbon (Vonetta)
Date: Fri, Apr 5th, 2019
Time: 1:30PM – 1:55PM

Managing Worksheets (Richard J.)
Date: Thu, Apr 11th, 2019
Time: 3:35PM – 4:00PM

Use add-ons and extensions on Internet browsers (Richard J.)
Date: Wed, Apr 17th, 2019
Time: 3:35PM – 4:00PM

Printing Worksheets (Vonetta)
Date: Thu, Apr 18th, 2019
Time: 1:30PM – 1:55PM

Create new tabs, groups with commands
Rearrange, Rename New Tabs/Groups
Quick Access Toolbar
Add more commands to the Quick Access Toolbar

Copying, renaming, repositioning, hide/unhide, insert, delete, group/ungroup sheets
Split screen
Color tabs
Freeze panes, row, column

Learn how using add-ons and extensions can help enhance your internet experience

Set Print Area
Print Titles
Print Active sheet
Print entire workbook
Print selection
Print selective pages
Print with gridlines/without gridlines
Embed a chart within worksheet

For more information, and to sign up please contact:
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