

Notes for Workshop Sponsors Regarding Duplication of Workshop Materials

Workshop Title: Microsoft Excel for Libraries: Introduction
Workshop Format: Lecture, demonstration, and hands-on exercises
Prerequisites: None

Include in confirmation letters:

This workshop is designed for people who have little to no experience with spreadsheet software.

Preparation necessary before each class:

This workshop requires a computer lab with projection capabilities for the instructor's workstation. The instructor and the students will need access to Microsoft Excel.

Notice of permission to copy materials:

Dreama K. Deskins grants permission to copy these materials for the workshop participants registered to attend the contracted workshop(s). Upon completion of the workshop, you may discard the master or return it to Dreama K. Deskins at the address listed below.

Instructions for duplication of workshop materials:

There are two masters for this class: Lecture Notes and Sample Reports. Copy (black and white or color, single-side or double-side) each set of handouts on white paper and staple each set separately. The students will need to refer to pages in each handout simultaneously to complete the exercises.



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