

PUBLIC LIBRARY OF NEW LONDON  
63 Huntington Street, New London CT 06320

**For Immediate Release**

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Microsoft Excel Courses

New London, CT, Tuesday, August 16, 2016, 12:30-1:30PM– The Public Library of New London will be providing a two-part Excel course starting August 16 from 12:30-1:30PM. In the Part-One Excel course, which is a basic course, instructor Patience Clarke will guide attendees through the basics of using Microsoft Excel and familiarizing oneself with the layout and some basic functions. The Part-Two course of Excel, taking place Tuesday, September 13 from 12:30 – 1:30PM, will be a little more advanced and those Excel users who are more familiar with Excel are welcomed to skip Part One and bring their questions to Part Two. In Part-Two attendees will be guided through more of Excel's capabilities like creating graphs, charts and customizing the layout for a nice clean printable spreadsheet.

If it has been a long time since using Excel or you are new to Excel completely, please do not miss the Part One course.

A basic working knowledge of using computers is required for the courses. Registration is not required but recommended to ensure there are enough computers and materials provided for each attendee.

For more information, please contact Patience Clarke at 860-447-1411 x3, [pclarke@plnl.org](mailto:pclarke@plnl.org) or go to the library's website at [www.plnl.org](http://www.plnl.org)

*Optional Pictures: (Labeled for Reuse)*

