

Advanced Microsoft Excel

Thursday, May 22, 2008
Orono Municipal Building, Orono, ME
8:30 a.m. - 3:30 p.m. (Sign-in begins at 8:00 a.m.)



Calling all water and wastewater operators: Design the Advanced Excel Spreadsheet class of your dreams! Richard Darling of Maine DEP has offered to give you the class YOU want. Since participants never arrive at such a session with the same set of skills, we are asking you in advance to tell us what you want to learn from this session.

Contact JETCC for a detailed list of topics that could be covered in this class. Upon receiving your inquiry or registration, we will ask you to assess the topics and determine those most useful to you. Based on the responses from class registrants, we will generate a list of the most desired topics and cover as many of them in the course as possible. If you wish to learn about a topic not listed, you may add it to the list.

Possible topics include but are not limited to: Working with Labels in Formulas, Creating Charts, Using Range Names, Using Advanced Functions, Using Conditional and Custom Formulas, Using Custom Toolbars and Menus, Using and Editing Macros.

Visit www.jetcc.org or call JETCC today for a topic list!

Presenter: Richard Darling P.E.
Maine DEP

Cost: \$95

Credits: 6 Training Contact
Hours Approved for
Water & Wastewater
Operators

Course #: J0836
Registration Deadline
5/8/2008

Registration Form

Course Title _____ Course # _____

Your Name _____

Company/Facility _____

Street _____

City/Town _____ State _____ Zip _____

Telephone _____ Fax _____

E-mail _____

WW Operator # _____ DW Operator # _____

Indicate method of payment

Amount Enclosed \$ _____

Check No. _____ or PO No. _____ or Credit Card _____

Credit Card # _____

3-digit code (Visa only) _____ Expiration _____

Name on Card _____

Signature Required _____ Date _____

Mail Form and Payment to:

JETCC - PO Box 487; Scarborough, ME 04070-0487

Or fax with a purchase order to: 207/771-9028 or call 253-8020

PLEASE NOTE: Enrollment is on a first-come, first-served basis, so please return your application as soon as possible. Due to limited classroom space and the popularity of certain subjects, we often reach capacity. We appreciate you taking time to notify us if you cannot attend a course for which you have registered. This makes a big difference to someone else who requires the training. **THANK YOU!**

• **Checks/Money Orders:** Should be made payable to "JETCC Training."

• **Registration Deadline:** Please note registration deadline above. Registrations after this time will incur a \$15 late fee.

• **Cancellations/No Shows:** If you must cancel, four working days notice is required. Cancellations received after this time will be charged \$20 for full-day programs and \$10 for half-day programs. Registrants who do not cancel or who fail to show are responsible for full payment.

• **Credits:** Participants must attend ALL hours of training to be eligible for Training Contact Hours. TCHs are awarded upon completion of a course. The certificates are mailed to participants.

• **TCH's:** This course is approved for water & wastewater license-renewal training contact hours.

• **Use one form per course.** Photocopy this page to apply for multiple courses.