

**SAVE The DATE – Wednesday, August 30, 2017, 9 am – 12 noon**

***Presented by ACCC***

## **Professional Development Workshop on Excel For Upper Twp. Business Association Members**

The Upper Township Business Association (UTBA) has scheduled another free professional development workshop on Excel 2010 spreadsheet training for small business.

A 3-hour workshop will be presented by Atlantic Cape Community College (ACCC) for UTBA members on Wednesday, August 30, 2017, 9 am, in the Fellowship Hall of the Second Cape May Baptist Church, Marmora.



This "hands on" professional development session will be presented by ACCC Continuing Education / Business Development. Laptop computers will be provided by the College. The workshop capacity is limited to 16 seats, so UTBA members are encouraged to sign up as soon as possible, using the Eventbrite RSVP page for ticketing at > <http://tinyurl.com/y7tmmxa5>

Please note that there is no charge for event for UTBA members. However, business FEIN numbers will be needed for each attendee registration. Coffee and light refreshments will be provided.

This second Excel 2010 workshop with ACCC will build on the basic skills of creating, saving and manipulating a Microsoft Office Excel spreadsheet. Attendees for this August 30th session will learn how to copy and paste information, explore formulas and widely used functions, format cells and cell contents and work with basic charts.

**Location:** Second Cape May Baptist Church, Fellowship Hall, 600 South Shore Road, Marmora, NJ 08223

**UTBA - POC for information:** Ralph Cooper, UTBA Treasurer [upperbiz25@gmail.com](mailto:upperbiz25@gmail.com) | (m) 609-464-0920

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Upper Township Business Association - P O Box 496, Marmora, NJ 08223