

# N: Excel to New Heights: Creating a simple budget

## Excel webinar invitation!

We are excited to offer you an interactive micro-learning webinar that will provide knowledge on how to create basic formulas and use the fill handle.

Would you be interested in:

1. Knowing how to easily create addition formulas?
2. Creating a subtraction formula?
3. Copying series and formulas in a flash?

## Who should attend?

All team members interested in expanding their ability to use Excel are welcome!

## Webinar date, time and location

Friday, April 6, 10 a.m. to 11 a.m.

Register through I-Learn by browsing for: z3463  
Excel to New Heights: Managing data by sorting and filtering. After registering, you will receive a confirmation email with further details for accessing the webinar.



## Objectives

The information shared in this course will help you use Excel to:

1. Describe how to create an addition formula with AutoSum.
2. Discuss the components of a subtraction formula.
3. Explain how to use the fill handle to copy series and formulas to adjacent cells.

## Webinar access instructions

Access instructions will be provided in your confirmation email from I-Learn after you register for the webinar.