



和景華人聯誼會 CHINESE ASSOCIATION OF WOKING

华人社区活动中心计算机培训班

Chinese Community Project (CCP) IT Training Series

Spreadsheet Using Excel Introduction

CCP 在 2015 年将会举办由 Big Lottery Fund 赞助的计算机培训班系列。IT 顾问李红女士将会为大家讲授该系列的讲座。周二 2015 年 1 月 27 日第一次讲座将介绍微软 Excel 基本使用功能。

学位有限,有兴趣参加者请电联和景华人活动中心负责人 Candy Fisher 或 繁红 pr@cawoking.org.uk。
热烈欢迎有兴趣的会员或非会员朋友们来参加。

As part of the Lottery funded Well Being Activities Project, CCP will run a series of IT training sessions. The training will be provided by IT consultant, Ms Hong Li. The first session will be held on Tuesday 27 January 2015 to provide a general introduction to the use of Excel spreadsheets. By the end of this course you will be able to: 1) Create a spreadsheet 2) Input and format both text and numbers on a worksheet 3) Save and Print a worksheet 4) Create simple charts from worksheet data.

Places available are limited. Please contact our CCP co-ordinators, Candy Fisher or Fanhong Kong (email: pr@cawoking.org.uk) if you are interested.

Both members and non-members of the Chinese Association of Woking are welcome.

Programme 节目时间表:

10:30am	CCP opens	活动开始
11:00am - 12:30pm	Excel Spreadsheet	讲座
12:30pm - 2:00pm	Lunch	午餐
2:30pm	CCP closes	活动结束

Venue 地点: Old Woking Community Centre, Sundridge Road, Woking, GU22 9AT

欢迎大家做点拿手小菜带来共同分享。会员收费 1 镑, 非会员 2 镑。没带食物者多付 2 镑用于食物原料费用。

Please bring some food to share with the group. Members pay £1, non-members £2. Those who are unable to bring any food will pay an additional £2 towards the costs of food provided by CCP.

