



# 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 – Part II

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 3 月 3 日第二次讲座将继续介绍微软 Excel 基本使用功能。

CCP 将为该讲座提供 4 台全新的手提电脑 (Windows 8)，每台都安装了 excel 2013。同时我们也欢迎学员带上自己的电脑来上课。但必须安装 excel 2010 或 2013。

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. This part 2 session on March 3<sup>rd</sup>, 2015 is a follow up of the first sessions and it provides a general introduction to the use of Excel spreadsheets. By the end of this course you will learn: 1) Cell Formatting 2) Page Layout 3) Simple Formulas.

The CCP will provide 4 brand new laptops (windows 8) with Microsoft Office 2013 installed. You are welcome to bring your own laptop with Excel 2010 or 2013 installed, if you wish.

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.

Time: 11:00 – 12:30      Excel Spreadsheet      讲座

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.

