



International Association of Administrative Professionals  
Clear Lake / NASA Area Chapter presents



## “What Are You Missing in Microsoft Office Excel 2007?”

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2011-2012 Texas-Louisiana Div President-Elect

**November 14, 2011**

*1 CPS Educational Recertification point will be awarded.*

**Cost:** \$22.50 program & dinner  
\$10.00 program only

*\*Online Pay Pal payment option available.\**

**Dinner:**

- Pepper Crusted Pork Loin
- Tossed Salad w/Cherry Tomatoes, Cucumbers, Carrots and Shredded Cheese
- Rice Pilaf
- Grilled Vegetable Medley

**Time:**

5:45 Networking / Dinner  
6:45 Program  
7:45 Good of the Order  
8:00 Adjourn

**Location:**

Hilton Garden Inn – Clear Lake/NASA  
750 W. Texas Avenue  
Webster, TX 75987

Most people are familiar with prior versions of Excel but new functionality in the 2007 version changes how we look at the software.

We will explore some of the new enhancements, plus look at some quick shortcuts that will assist you in your day to day operations and getting the most out of what it has to offer.

The program will cover:

- Ribbon and Contextual Tabs
- Quick Access Toolbar
- Galleries / Live Preview
- Using Themes / Color Wheel
- Insert / Format Tables
- Conditional Formatting
- Working with Formulas
- SmartArt and Templates
- Charting

Reservations: Please make your reservation via our web site, [www.iaap-clnac.org](http://www.iaap-clnac.org) by Thursday, November 10 at 5:00 p.m. For more information, contact Rita Boyer at 281-910-2297, or e-mail [reservations@iaap-clnac.org](mailto:reservations@iaap-clnac.org). Payment accepted at the door.

**Please be advised you are obligated to pay for dinner when you make a reservation. All reservations and cancellations are due by Thursday, November 10 5:00 p.m. If you do not attend or cancel your reservation by the designated deadline, you will receive an invoice.**