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RELEASE DATE: September 10, 2008

SUBJECT: Microsoft Excel 2003 Computer Training

**SOURCE: William McDonald, Director of Community Education
866-0300, ext. 8251**

Herkimer, NY—Herkimer County Community College is accepting registrations for a non-credit **Microsoft Excel 2003** course.

HCCC is partnering with New Horizons Computer Learning Centers, Syracuse to offer training to our community in Excel 2003. In this full-day class, students will learn to use Microsoft Excel 2003 to manage, edit and print data. The training will cover navigating through the software, modifying worksheets, performing calculations, formatting worksheets, developing workbooks, printing workbooks and customizing layouts. The class will be held Friday, October 10, 2008 from 8:30am - 4:30pm. The fee is \$189.

Pre-registration is required and must be received before September 15. Registration can be completed by calling (315) 866-0300 ext. 8251, Monday through Friday, 8:30 a.m. – 4 p.m.

For a complete list of courses, visit our website at www.herkimer.edu/ce/.

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FOR MEDIA ONLY: FOR FURTHER INFORMATION CONTACT KATHERINE MONTANO, 866-0300 OR 888-GO 4-HCCC, EXT. 8259. #9—9/10/2008-09

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