



**Human Resources Service Center Southeast  
Training Center, Code 30  
1800 Dong Xoai, Moreell BLDG 60  
Gulfport, MS 39501  
COURSE ANNOUNCEMENT #G13-04**

**COURSE TITLE:** Introduction to Excel 2007

**VENDOR:** Sullivan Training Consultants 710 Azalea Dr. # 475 Hampstead, NC 28443

**DATE(S):** 19 March 2013

**TIME:** 8:00-4:00

**LOCATION:** HRSC SE, Training Center, 1800 Dong Xoai Ave, Moreell Building 60, Rm 118 CBC  
Gulfport, MS

**COST PER PERSON:** \$135.00

**DEADLINE FOR REGISTRATION:** Submit a SF 182 NLT 25 Feb 13 to the POC stated below

**COURSE DESCRIPTION:**

- Upon successful completion of this course, students will be able to:
- Explore the Microsoft® Office Excel® 2007 environment and create a basic worksheet.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbook contents.
- Manage large workbooks

**ELIGIBILITY:** All civilian and, military employees.

**ENROLLMENT POINT OF CONTACT:** Lucy Galster at DSN: 868-2641 or  
Comm (228) 871-2641 or email: lucy.galster@navy.mil

**REGISTRATION INFORMATION:** Fax your SF 182 to HRSC SE, Attention: Lucy Galster, Fax  
DSN: 868-2400 or Commercial (228) 871-2400 or scan and email. Class size is limited and  
enrollment will be on a first come first serve basis. This course can only be attended by those  
activities that have the ability to pay using the government purchase card. **The cardholder's name,  
mailing address and commercial telephone number must be in block 6. In addition, please  
provide your email address on the SF 182. The course coordinator should be notified  
immediately of any need for special accommodations, i.e., wheelchair access, sign language  
interpreter, reader, etc.**

**CANCELLATION:** To cancel an employee from training after submission of a SF 182, written  
notification must be received prior to the registration deadline. Substitutions after the registration  
deadline are authorized provided the POC is notified prior to class date. Failure to do so will result in  
the activity paying the tuition fee.