

## **NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

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### **Suffolk Library Provides “Excellent” Opportunity to Learn “Excel” Program**

SUFFOLK, VIRGINIA (December 1 2010)—If you are looking to sharpen your computer skills, an upcoming North Suffolk Library workshop is the place to be.

The workshop will walk you through the basics of Excel 2003. Excel is a Microsoft program which allows you to organize your financial information, create charts and graphs, and create a grade book for students. Excel uses spreadsheets to make organizing information faster and more efficient.

The class will be held on December 15 from 6:30 p.m. until 8 p.m. Basic computer and Microsoft Windows skills are prerequisites for this class. Registration begins on Monday, December 6. You can sign up at the North Suffolk Library, located at 2000 Bennett’s Creek Park Road, or call 514-7150. A library card and an account in good standing are required to register for computer classes.

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