

IREM Class: Excel for the Property Manager



Friday, April 27

8:30 a.m. to 12:30 p.m.

Houston Apartment Association
(Computer Lab)
4810 Westway Park Blvd.
Houston, 77041

\$100

(includes parking and materials)



Featuring Julie Marie Irvin
*President and Founder,
Keystone Resources*

Topics Include: (but not limited to)

- Common Errors and How to Avoid Them
- Tips, Tricks and Shortcuts Formulas and Functions
- Creating Charts and Graphs
- Conditional Formatting
- Protecting Worksheets
- Absolute and Relative Cell References
- Pivot Tables

Register by E-Mail to
smichalk@iremhouston.org
or by Phone to 713.783.9225

**Mark your calendar for the Advanced Excel Class on
August 3**