

**Razorback Chapter of
International Association of Administrative Professionals**

PRODUCTIVITY SOFTWARE (EXCEL)

Time: 5:30 p.m.

Date: March 23, 2010

**Location: Bell Engineering Center
Room 4128**



Denise Brooks, President of Alexis Information Systems, Technology Solutions Provider, will present the program: "Using a 3-D Formula to Manipulate Multiple Worksheets in Excel." We are fortunate to have access to one of the computer labs and will have hands-on training in this particular skill-set. There will be a short business meeting, and hors d'oeuvres/refreshments will be served.

*This is a membership recruitment meeting
so bring a few guests!*

**Please RSVP by noon Friday, March 19th to
Debbie Blume, 575-6476 or dblume@uark.edu**

Attendees can park in Lot 71 across the street from Bell Engineering free without a permit after 5:00.

Directions to the meeting room: Enter Bell Engineering from Dickson Street. Once inside first set of glass doors turn right through two sets of white metal doors. Take the elevator up to the fourth floor. Take an immediate left once on the fourth floor. Cross sky bridge in atrium to the other side. Turn right and look for balloons.



For More Information Contact:
Dawn Fisher CAP
Program Chair
575-4804 or dfisher@uark.edu

**POWER
of
Commitment**
Razorback Chapter