



International Association of
Administrative Professionals®

BCC Student Chapter
Presents Excel Macros

Boost your Excel Efficiency with Macros

presented by **Marika Reinke**

Come join the IAAP

at this workshop that introduces basic macro concepts. Learn how to automate tasks in Excel 2007 by creating, editing, and running macros.

- Wednesday
- November 7, 2007
- 4:30-6:15 PM
- Room A132,
BCC Main Campus

*Make your work easier and have
Excel do the work for you!*

The International Association of Administrative Professionals (IAAP) provides training and certification for students in business fields. We strive to establish networking opportunities for students seeking jobs as administrative professionals. We are associated with the Eastside Chapter www.iaap-lwe.org of the International Association of Administrative Professionals.