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03/25/1986 - Lotus 1-2-3 Workshop

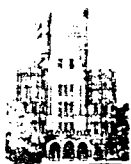
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Recommended Citation

University Marketing and Communications, "03/25/1986 - Lotus 1-2-3 Workshop" (1986). 1986. 281.
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5-1-1 2

NEWS RELEASE

FOR RELEASE: Immediate

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NUMBER: 29

Lotus 1-2-3 Workshop

"Introduction to Lotus 1-2-3" will be offered on Saturday, March 22nd, by the Eastern Illinois University Community Business Assistance Center (CBAC). The program, co-sponsored by the Small Business Administration and the Charleston Area Chamber of Commerce will be presented in Room 304 of Old Main in Charleston from 9:30 a.m. to 3:30 p.m.

The workshop will cover: Basic operation of IBM PC, Introduction to electronic spreadsheets, Features of Lotus 1-2-3, Making entries on a 1-2-3 worksheet, and 1-2-3 commands. The instructors will be Ms. Laura M. Rao, Associate Professor of Library Services and Instructor of Data Processing for the College of Business at Eastern Illinois University and Mr. Pal V. Rao, Professor and Head of Information Systems at the EIU Library.

The registration fee for this workshop is \$50 which includes materials. For further information, or to register, call Dr. Terry Maris at (217) 581-3526.