

Professional Development Documentation

Name of Provider: *East Brunswick Public Library*

Participant's Name: _____

Title of Professional Development Activity: *Microsoft Excel II*

Description of Professional Development Activity: *Students learn intermediate skills in the popular spreadsheet program. Topics include how to create formulas, copy and paste formulas and text, freeze and unfreeze panes, hide and unhide columns, insert, rename and delete worksheets, sort and filter data, create custom headers and footers and work with comments. Offered in Office 2010.*

Date: _____

Location: *Computer Training Center, East Brunswick Public Library*

Presenter(s)/Facilitator(s): _____

Number of Actual Professional Development Hours: *2.0*

I certify that the above named educator accrued the indicated number of Professional Development hours.



(Signature of Provider/Provider of Record)