



# HOW TO USE MS EXCEL EFFECTIVELY

September 20, 2010  
Cleveland, Ohio, USA



Cleveland Campus  
Channel University

Channel University, an operating group of the Rathsburg Organization, is pleased to announce its Eighth Semester Course Syllabus, How To Use Microsoft Excel Effectively. This in-depth review of the extensive capabilities of spreadsheets and how they can be used to manipulate data for more efficient task execution will be taught by Mr. Ty Ledbetter, Rathsburg's Sales Engineer in the Southern Ohio territory. Ty, in consultation with Greg Rathsburg, has laid out the course material based on his fifteen years of experience in technical sales. The Course will provide tips and techniques on how to navigate easily through the various features of MS Excel, including Pivot Tables. A follow on course from Ty will teach the features and benefits of Microsoft Access.

Channel University is part of the continuing education curriculum offered to the employees of Rathsburg. Being best-in-class requires hiring the top available personnel and giving them the tools they need to perform their jobs effectively. Training of the best, by the best, is one way of reaching our goal and improving the business community where we make our living. Rathsburg is committed to being the best in its business.



## Course Instructor

**Ty Ledbetter** has been in the electronics industry for 15 years. He is currently the Sales Engineer for Rathsburg covering the Southern Ohio territory. Ty holds both Bachelors and Masters Degrees in Electrical Engineering and has completed most of his MBA studies. Ty has been a Product Line Manager and Field Application Engineer for high tech semiconductor companies. Rathsburg tenure is now two (2) years.

# **CHANNEL UNIVERSITY**

## **“HOW TO USE MS EXCEL EFFECTIVELY”**



**Graduating class who attended CU-8 in The Learning Loft  
The other Rathsburg students participated via Web Cast**

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**Instructor, Ty Ledbetter, with  
eager student, Becky Szalwinski**



**Two happy graduates, Amy  
Rathsburg & Nick Donovan**