

## **Spreadsheets and Presentations: Know the Numbers, Tell the Story**

presented by the

### **Capital Area Community Media Center**



#### **WHEN:**

**Friday, October 23, 2009  
11:00 am – 4:00 pm**

registration and networking begins 10:30 a.m.  
a light lunch will be provided

#### **WHERE:**

**Michigan State University Campus  
Bessey Hall – 2nd Floor – Room 216**

see below for information on location and parking  
including where to view them on the web

**In this workshop** you will learn how to track your organization's finances and services with a spreadsheet, and how to tell your story with presentations! We'll focus on Microsoft Excel and PowerPoint, but the same principles apply whether you're using Numbers, Keynote, Calc, or Impress. Half of the workshop will focus on each topic. We'll lead you through common techniques and features, and then help you create your own spreadsheet or presentation.

**Participants should bring a data set that they'd like to use for a spreadsheet, such as a list of donors and amounts or a budget outline, and ideas for a presentation, including relevant images and photos.**

**Recommended reading, prior to the workshop:** <http://www.garreynolds.com/Presentation/index.html>

Organizations participating in the workshop will also receive a set of Excel spreadsheet templates for common non-profit tasks, courtesy of Amy Rose Wallace-Robinson of the Greater Lansing Housing Coalition.

**The presenters** for this workshop are from the Capital Area Community Media Center (CMC), an emerging regional non-profit multimedia center promoting our community. The CMC has contracted with the *Power of We Consortium* to build the communication and media capacity of faith-based and community organizations in the Lansing area.

#### **Workshop Location and Parking Information**

- **Free parking passes will only be available for Visitor Lot 62W** (about a 10 minute walk west of Bessey, so please coordinate this into travel/arrival time). Unfortunately, parking passes WILL NOT be available for the Bessey Hall Faculty Lot.
- Bessey Hall Room 216 is a Computer Lab. The amount of equipment in this room causes the temperature to constantly adjust to keep computers from overheating, so participants may want to dress in layers for comfort.
- To view locations on the web:  
Bessey Hall, go to – <http://maps.msu.edu/interactive/index.php?location=ebh>  
Visitor Lot 62W, go to – <http://maps.msu.edu/interactive/index.php?location=51PV>

#### **Advance Registration is Requested**

- Send a separate registration for each participant, by email, to [powerofweconsortium@ingham.org](mailto:powerofweconsortium@ingham.org) and include – Name, Title/Position, Organization, Daytime Phone Number, Individual E-mail Address, Workshop Title and if Handicap Parking Needed