




Become A Member of Nonprofits First



[JOIN NOW](#) 
Become a new member

Members of Nonprofits First enjoy exclusive benefits designed to increase your capacity to serve the needs of your clients. In addition to the cost saving opportunities on all Nonprofits First services, members are part of a community of nonprofit professionals with a demonstrated commitment to the continued strengthening of our industry.





Learning Lab: Mastering Data Overload with Excel – Auto-Filters and Pivot Tables

Presenter: Diane Henderson

March 20, 2018 from 9:00 - 11:30 am

Do you have tons of data to report on? Are you reporting numbers and data on a monthly or quarterly basis? Are you using Filters and Pivot Tables? If not this is a must have class. You can save HOURS using these features two features Pivot tables and autofilters.

Registration 

Microsoft Excel – Auto-Filters and Pivot Tables Class Will Cover:

- Prepare data for PivotTable reporting
- Create PivotTables from various data sources
- Analyze Data Using PivotTables
- Work with PivotCharts
- Use Autofilter

Member rate: \$59

Non-member rate: \$69

501(c)Jobs

Looking for a job in the nonprofit sector?
Visit www.501cjobs.org to view job postings,
submit an application, and attach your resume.



Major Gifts for Everyone Else (or When You Are Not A Hospital or University)

Presenter: Karen Erren

March 22, 2018 from 1:30 - 3:00 pm

Come learn more about common obstacles to building a Major Gift program and how your organization can build success!

Member rate: FREE

Non-member rate: \$35

Registration 



Registration 

Microsoft OneNote

Presenter: Diane Henderson

March 22, 2018 from 9:00 - 10:30 am

Microsoft OneNote is a computer program for free-form information gathering and multi-user collaboration. It gathers users' notes (handwritten or typed), drawings, screen clippings and audio commentaries. Notes can be shared with other OneNote users over the Internet or a network.

Microsoft OneNote class will cover:

- The Microsoft OneNote interface
- How to create a simple notebook
- How to create notes
- How to organize content and search for information in a OneNote notebook
- Integration of OneNote with other applications
- Using OneNote to share notes with other people

Member rate: \$15

Non-member rate: \$25



Registration 

Nonprofit Financial Management Network - Truth About Theft in Nonprofit Organizations

Presenters: John Foley, Esq. & Kate Grangard, CPA, CGMA

*Hosted at: Children's Services Council
March 23, 2018 from 8:30 - 11:30 am*

This workshop will address the role of boards and staff in preventing fraud and theft, as well as examining some of the ways that nonprofit insiders can steal, misappropriate or divert organization funds, along with some of the tools which can discover and deter such actions.

Member rate: FREE

Non-member rate: FREE

Group Purchasing Program

We've worked with our partner Consolidus to provide our members with discounted vendor pricing. By using the power of combined purchasing, you'll pay less for things you use every day. [Read More](#)



Registration 

Learning Lab: Excel Level One

Presenter: Diane Henderson

March 28, 2018 from 9:00 am - 4:00 pm

Excel is a spreadsheet program use create simple or very complexed spreadsheets. You can create formulas that update automatically when the underling lining numbers change. It is a must know program for anyone that must track and report on data.

Microsoft Excel Level I class will cover:

- Create a spreadsheet from the start
- Inputting and modifying data
- Create formulas and work with functions that will update automatically
- Format text and numbers
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles
- Format the overall appearance of the spreadsheet with borders and shading, styles, headers and footers, and page layout options
- Master printing large files

Member rate: \$150

Non-member rate: \$179

Membership ORIENTATION

*Presenter: Josh Hirsch,
MS
March 30, 2018 from
11:00 am - 12:00 pm*

Registration 

Being a member of Nonprofits First provides for you a wealth of resources and tools. Existing members are invited to review member benefits and how to take advantage of them. New members are invited to an introduction on maximizing your benefits. Curious about membership? Join us for more information.

Members: FREE

Non-members: FREE



Learning Lab: Outlook Time Saving Tips

*Presenter: Diane Henderson
April 5, 2018 from 9:00 - 11:00 am*

Do you feel like you're drowning in a daily deluge of e-mails, calendars, appointments and meetings? Everyone uses Microsoft Outlook for email, but it's so much more—you can regain control of your workday—it you gain the knowledge to master all of Outlook's 'Time Saving Tips'. Help is on the way—this fun and enlightening overview class will have you expertly managing all the features of Outlook AND your schedule and information in no time.

Registration 

Member rate: \$20

Non-member rate: \$30



Learning Lab: Excel Level Two

Presenter: Diane Henderson

April 19, 2018 from 9:00 am - 4:00 pm

Learn the essentials regarding visualizations in Excel by creating charts and graphs. Work with advanced Formulas and Functions in Excel and how to manipulate and analyze large amounts of data using auto-filters and sorting features.

Registration 

Microsoft Excel Level II Class Will Cover:

- Create and modify Charts and Graphs
- Create templates for Charts
- Learn how to create advanced formulas and use the Function Wizard to input some advanced Functions including the PMT and IF functions
- Sort data and Advanced Sorts
- Use Auto-Filters to manipulate large amounts of data

Member rate: \$150

Non-member rate: \$179

(561) 214-7435 | Nonprofitsfirst.org

Nonprofits First 1818 S Australian Avenue, #450 West Palm Beach, FL 33409

[Unsubscribe updates@gladesinitiative.org](mailto:updates@gladesinitiative.org)

[Update Profile](#) | [About our service provider](#)

Sent by shanglan@nonprofitsfirst.org