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LEARNING LAB: EXCEL ADVANCED FORMULAS

Presenter: Diane Henderson
December 4, 2018 9:00 am - 11:30 am

Wish you more knowledgeable about Excel Formulas? Now is your chance to learn some of the most useful formulas in Excel. We will start with an overview of Formulas, go over how to use the insert function dialog box to write a function, then cover how to use Vlookup, Hlookup, Concatenate, Median, Roundup, Rounddown, and Create a hyperlink to move around a large spreadsheet or multiple sheets within the file.

Registration 

Members: \$59.99
Non-members: \$74.99

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.



POWERPOINT II

Presenter: Diane Henderson
December 6, 2018 9:00 am - 12:00 Pm

Learn about all the great tools in PowerPoint including how to create, resize, format, and duplicate Drawing objects, WordArt, and Images. Master how to work with Tables, use Animation, Transitions, and Videos with in a presentation. Turn your presentation into a video, or just a self-playing file using timings, and creating Custom Shows from a Master presentation.

Registration 

Members: \$84.99
Non-members: \$99.99



LEARNING LAB: CREATE REPORTS USING PIVOT TABLES

Presenter: Gina Parsons

December 11, 2018 9:00 am - 12:30 pm

Pivots Tables and Charts can provide a meaningful summary report generated from data in a worksheet. Data can be rearranged and insert special formulas that perform new calculations. Learn how to use advanced tools for analysis and presentation of complex, realistic data in Excel. Make an impact with powerful chart and presentations using the interactive data.

*Prerequisite: A good working knowledge of Microsoft Outlook

Registration

Members: \$84.99
Non-members: \$99.99



KEEP YOUR SUPPORTERS INFORMED THROUGH A GREAT NEWSLETTER

Presenter: Leon Fooksman

December 12, 2018 10:00 am - 11:30 am

Members: \$24.99/session or \$120/series
Non-members: \$49.99/session or \$270/series

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LEARNING LAB: EXCEL BASICS

Presenter: Gina Parsons

December 13, 2018 9:00 am - 1:00 pm

Learn to let Excel do your number crunching for you in worksheets and manage data in lists. Use rows and columns of numbers and text to store information in a logical fashion. Add the ability to perform basic calculations, sort and filter the data automatically. Make editing easier; copy, move and delete, insert or replace anything in your worksheets. Give your worksheets a visual punch with formatting cells & text, conditional formatting or creating charts and graphs.

Registration

Members: \$99.99
Non-members: \$119.99



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