



## Become A Member of Nonprofits First



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.

**JOIN NOW**



Become a new member



### **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.

## Registration ▶

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**

## 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](#)



## 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**



**Registration** ▶

### **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 Outlooks '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.

**Member rate: \$20**

**Non-member rate: \$30**



**Registration** ▶

### **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.

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**