



Excel Basics Training

Part 1

WEDNESDAY, MARCH 6

11:00AM – 12:30PM

VIA ZOOM



Join us for part 1 of our Excel Basics training taught by Microsoft Certified Master Instructor, Rob Mendell. Don't miss this opportunity to polish your Excel skills. This training will cover topics from launch, basic navigation, and theory definitions to formula fundamentals, basic cell formatting, and data entry. Real life examples and projects from our industry will be incorporated in this training.

Part 2

WEDNESDAY, MARCH 13

11:00AM – 12:30PM

VIA ZOOM



Join us for part 2 of our Excel Basics training taught by Microsoft Certified Master Instructor, Rob Mendell. Don't miss this opportunity to polish your Excel skills. This session will cover topics such as sorting and filtering, functions, copying and moving, formulas on order of operations and absolute references, conditional formatting and more. Real life examples and projects from our industry will be incorporated in this training.