



## [Excel L4-Managing Multiple Worksheets](#)

Trying to combine and summarize multiple worksheets in Excel can be time-consuming. Join the Office Productivity Training, LLC staff for our live 90-minute virtual training and learn best practices and tricks for quickly creating, summarizing, and combining data from multiple worksheets.

**Thursday, April 13**

**10:30 AM - Noon**

**\$39**

[Register](#)



## [Excel L1 - Basics](#)

This 90-minute virtual session will teach the Excel fundamentals that all users need to know. As well as the shortcuts and tips that are invaluable. No experience in Excel is required to take this beginner course. Course materials include a quick reference guide and practice files. We will host this training using Teams or Zoom.

**Wednesday, April 19**

**10:30 AM - Noon**

**\$39**

[Register](#)



## [Making Your Outlook Inbox Work for You](#)

Keeping track of your emails, meeting updates, and short-term and long-term tasks have become a real chore. Even the most experienced Outlook user can take advantage of the time management tips and tricks shared in this workshop. This 90-minute webinar will teach you how to organize your inbox using Outlook tools.

**Tuesday, May 2**

**10:30 AM - Noon \$39**

[Register](#)



## [Excel L5 - Creating an Interactive Dashboard](#)

An Excel Dashboard page is a reporting tool that keeps track of your spreadsheet data's key performance indicators. This 90-minute webinar will teach you how to create a simple dashboard using Excel tools. Demonstrated tools include tables, pivot tables, slicers, data validation tools, charts, and the Excel camera feature .

**Thursday, May 11**

**10:30 AM - Noon**

**\$39**

[Register](#)



## [Excel L6—Power Query Basics](#)

Using the Power Query tool helps you import or connect to different data sources and then shape, clean, and transform that data in a way that is easier for you to analyze using tables, charts, and PivotTables. This 90-minute webinar teaches the basics of using Excel's Power Query to clean data imported into Excel from other worksheets or data sources .

**Thursday, June 15**

**10:30 AM - Noon**

**\$39**

[Register](#)



## [Making the Most of OneDrive for Business](#)

As part of Office 365 or SharePoint Server, **OneDrive for Business** lets you update and share your files from anywhere and work on Office documents with others simultaneously.

This 90-minute webinar will teach you how to effectively manage and share your files and collaborate with your team from anywhere.

**Wednesday, June 21**

**10:30 AM - Noon**

**\$39**

[Register](#)



## [Using the OneNote App to Organize Projects](#)

OneNote is more than a notetaking application. Not only does it allow users a secure cloud-based option for sharing and collaborating project ideas, but it also integrates with Outlook and Teams, making it the most straightforward application for capturing, storing, and sharing information.

This 90-minute webinar will help you discover the power of OneNote and learn what this app has to offer.

**Wednesday, July 12**

**10:30 AM - Noon**

**\$39**

[Register](#)



## [Excel L7—Power Query Advanced](#)

Transform and manage your data lists with ease with Power Query. You can quickly analyze and report large data lists using this advanced Excel tool. This 90-minute hands-on workshop teaches users how to combine lists into Excel's data model using the Power Query tool and create multiple table Pivot Tables.

**Thursday, July 20**

**10:30 AM - Noon**

**\$39**

[Register](#)

**Do these dates not work for you? Let us know.**

We can add webinars to our schedule at any time.

Contact us at [officeproductivitytraining@gmail.com](mailto:officeproductivitytraining@gmail.com)