

## Excel L3-Working with Pivot Tables and Data Lists

Pivot Tables are the best tool for creating interactive reports and charts that summarize itemized lists and tables. Creating a Pivot Table is only the first step; knowing extra features and shortcuts is what makes you a PivotTable pro.

**Thursday, October 20**

**10:30 AM - Noon**

**\$39**

[Register](#)

## Excel L4-Managing Multiple Worksheets

This virtual session will demonstrate the best practices and tricks for combining and summarizing sheet data using Excel tools. Topics include grouping worksheets, 3-D formulas, combining data from multiple worksheets using a Power Query append.

**Wednesday, November 2**

**10:30 AM - Noon**

**\$39**

[Register](#)

## Excel L1-Basics

Learn the basics of spreadsheet data structure, formulas, and formatting and be ready to take the spreadsheet world by storm.

**Thursday, November 15**

**10:30 AM - Noon**

**\$39**

[Register](#)

## Excel L5-Creating an Interactive Dashboard

This 90-minute virtual training session 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, November 17**

**10:30 AM - Noon**

**\$39**

[Register](#)

## Excel L6-Power Query Basics

This 90-minute virtual session teaches the basics of using Excel's Power Query to clean data imported into Excel from other worksheets or data sources.

**Thursday, December 1**

**10:30 AM - Noon**

**\$39**

## 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.

**Thursday, December 8**

**10:30 AM - Noon**

**\$39**

[Register](#)

## Excel L7-Power Query Advanced

This 90-minute hands-on workshop teaches users how to use Excel's Power Query tool to combine data and create multiple table Pivot Tables.

**Thursday, December 15**

**10:30 AM - Noon**

**\$39**

[Register](#)

# Available Webinar Topics

The below webinar topics are also available as either a virtual session or onsite at your organization. For more information, contact us at [officeproductivitytraining@gmail.com](mailto:officeproductivitytraining@gmail.com) or call 314-596-2534.

## Excel L2-Formulas & Functions

This 90-minute virtual session will teach the most useful Excel functions that all users need to know. Topics include absolute values, named ranges, IF Function, VLOOKUP, XLOOKUP, and Goal Seek.

**Length: 90 minutes**

**\$39**

## Collaborating with Your Co-Workers in Microsoft Teams

This virtual session will demonstrate Microsoft Teams' tips and tricks that will help you collaborate more proficiently with your co-workers both in and outside the office .

**Length: 90 minutes**

**\$39**

## 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. OneNote integrates with Outlook and Teams making it the most straightforward application for capturing, storing, and sharing information.

**Length: 90 minutes**

**\$39**

## Create PowerPoints Like a Pro

Discover the PowerPoint tools available for creating presentations that will make your audience sit up and listen. .Topics include: Creating slide decks, the Slide Master, SmartArt diagrams, Illustrations and graphics, Design Ideas, animation tips, morph transitions, sections, and collaborating with OneDrive and Teams.

**Length: 90 minutes**

**\$39**

## Create Forms in a Flash with Microsoft Forms

Microsoft Forms is a simple Office 365 app that allows you to quickly create surveys, polls, assessments, and evaluations. Once the form is designed and sent, you can easily capture and track your responses. Discover the power of Forms and learn what this app has to offer.

**Length: 90 minutes**

**\$39**

## Making the Most of OneDrive for Business

This 90-minute virtual session will teach you how to use OneDrive for Business to manage, share and collaborate your files.

**Length: 90 minutes**

**\$39**