



## 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.

**Thursday, January 19**

**10:30 AM - Noon**

**\$39**

[Register](#)



## Excel L2—Formulas & Functions

This 90-minute virtual session will teach the most useful Excel functions that all users should know. Covered functions include absolute values, named ranges, the IF function, VLOOKUP, XLOOKUP, and the Goal Seek. Course materials include a quick reference guide and practice files.

**Thursday, February 16**

**10:30 AM - Noon**

**\$39**

[Register](#)



## Excel L3-Data Lists and Pivot Tables

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. This 90 minute virtual course will help you create professional, interactive PivotTables.

**Thursday, March 16**

**10:30 AM - Noon**

**\$39**

[Register](#)



## 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 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](#)



## [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](#)



## [Excel L8-Creating Forms with Developer Tools & VBA](#)

Creating a user form in Excel doesn't have to be a challenging task. This 90-minute webinar explains how to create a user form in Excel using the Developer tabs form controls, properties, and simple VBA code. Once the form is created, you will learn how to store the form results in an Excel table. .

**Tuesday, March 7**

**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.

**Tuesday, February 7**

**10:30 AM - Noon**

**\$39**

[Register](#)



## [Create PowerPoints Like a Pro](#)

PowerPoint is more than just an application for creating slides. With each new version and enhancement, PowerPoint has become a powerful tool for creating and delivering engaging and professional presentations.

Discover the PowerPoint tools available for creating presentations that will make your audience sit up and listen.

**Tuesday, March 14**

**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.

**Tuesday, March 21**

**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.

[Register](#)

**Tuesday, May 2**

**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)