

2023 WEBINAR SCHEDULE

Join our affordable and interactive 90-minute webinars on Teams—only \$39 per session.

June



Excel L6-Power Query Basics
Office Productivity Training

Excel L6– Power Query Basics

Power Query is a powerful tool that connects, transforms, and analyzes data from various sources. 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



Making the Most of OneDrive for Business

Join us for a 90-minute virtual session where you can learn the best tips and tricks for effectively managing, sharing, and collaborating on files using OneDrive for Business.

Wednesday, June 21

10:30 AM - Noon

\$39

[Register](#)

July



USING THE ONENOTE APP
TO ORGANIZE PROJECTS

Using the OneNote App to Organize Projects

Discover OneNote's full potential beyond note-taking. Collaborate and share project ideas securely on its cloud-based platform with seamless integration with Outlook and Teams. Attend our 90-minute virtual training to learn how OneNote can benefit you.

Wednesday, July 12

10:30 AM - Noon

\$39

[Register](#)



Excel L7-Advanced Power Query
Office Productivity Training

Excel L7– Advanced Power Query

In just 90 minutes, you can learn how to analyze and report large data lists using Power Query. This workshop will teach you how to merge data lists, create PivotTables, and transform your data with column-creation tools.

Thursday, July 20

10:30 AM - Noon

\$39

[Register](#)

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August



Excel L1– Basics

Attend our 90-minute webinar and become proficient in Excel's fundamentals, including essential shortcuts and expert tips. This course caters to beginners and experts, so join us regardless of your Excel experience.

Thursday, August 3

10:30 AM - Noon

\$39

[Register](#)



Collaborating with Your Co-Workers in Microsoft Teams

Attend our Teams webinar and become a collaboration expert in just 90 minutes! Enhance your productivity skills and become a Teams pro. This training is ideal for end users.

Wednesday, August 23

10:30 AM - Noon

\$39

[Register](#)

September



Excel L2-Formulas & Functions

Master the essential Excel functions every user needs in just 90 minutes. These handy shortcuts use formulas and functions to streamline calculations and boost your productivity in Excel.

Thursday, September 7

10:30 AM - Noon

\$39

[Register](#)



Microsoft Publisher: Insider Tips & Tricks

Join our 90-minute webinar and learn insider tips and tricks for creating professional publications with Microsoft Publisher.

Tuesday, September 19

10:30 AM - Noon

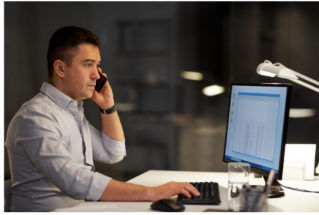
\$39

[Register](#)

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October



Excel L3-Tables & PivotTables
Office Productivity Training

[Excel L3-Tables & Pivot Tables](#)

Attend our 90-minute virtual session to learn how to effectively store, summarize, and present your data using data tables, PivotTable reports, and charts.

Thursday, October 5

10:30 AM - Noon

\$39

[Register](#)



CREATE POWERPOINTS LIKE A PRO
Office Productivity Training

[Create PowerPoints Like a Pro](#)

Join our 90-minute webinar and discover new tools, tips, and techniques for delivering compelling PowerPoint presentations.

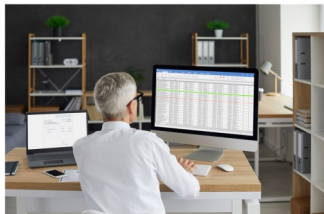
Tuesday, October 17

10:30 AM - Noon

\$39

[Register](#)

November



Excel L4-Managing Multiple Worksheets
Office Productivity Training

[Excel L4-Managing Multiple Worksheets](#)

Learn practical Excel techniques in just 90 minutes. Manage multiple worksheets and workbooks efficiently, create formulas and links, and merge data tables with an append query in Power Query.

Thursday, November 2

10:30 AM - Noon

\$39

[Register](#)



Making Your Outlook
Inbox Work for You

Office Productivity Training

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

Join our 90-minute webinar to learn how to optimize Outlook and efficiently manage your inbox. Our tips and tricks will help boost your productivity, even if you're an experienced user.

Wednesday, November 15

10:30 AM - Noon

\$39

[Register](#)

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November



Excel L5-Interactive Dashboards
Office Productivity Training

Excel L5-Creating an Interactive Dashboard

Join our 90-minute webinar to learn how to create a user-friendly dashboard using Excel's powerful tools. We'll guide you through the process of utilizing tables, pivot tables, slicers, charts, and more.

Thursday, November 30

10:30 AM - Noon

\$39

[Register](#)

December



Create Forms in a Flash with Microsoft Forms
Office Productivity Training

Create Forms in a Flash with Microsoft Forms

Learn how to use Microsoft Forms to create personalized feedback forms efficiently in our 90-minute webinar. Discover how to collaborate in real-time and integrate Microsoft Forms with other Microsoft 365 applications.

Tuesday, December 5

10:30 AM - Noon

\$39

[Register](#)



Excel L6-Power Query Basics
Office Productivity Training

Excel L6-Power Query Basics

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Thursday, December 14

10:30 AM - Noon

\$39

[Register](#)