

EXCEL Beyond the Basics

One Hour at a Time

Live Training

Dates: Thursdays starting, April 4, 2019
(See Attached Schedule)

Time: 10:00 — 11:00 AM MST

Location: Your Site Using Your Computer!



1– 10 Students: \$175/person

OR PAY ONE PRICE FOR MULTIPLE STUDENTS AND SAVE!

Up to 20 Students: \$2000

Up to 40 Students: \$3000

Up to 60 Students: \$4000

Up to 100 Students \$5500

Price is for all
10 sessions!

- ⦿ Live training using Zoom (a web-based, easy to use free program). Each are recorded in case you miss one!
- ⦿ All you need is a computer with internet access, speakers/headphones, or dial in to listen. Webcam and mic are optional.
- ⦿ Price Includes **TEN** Lessons—One hour per week plus a manual.
- ⦿ Exercises are given as homework to practice.
- ⦿ The first lesson is a review of the basics and includes tons of tips!

Register today!

780-940-6772

joanne@knowitsooner.com

www.knowitsooner.com


Know it Sooner
Computer Training

Excel Beyond the Basics Live Webinar Schedule

Time of Session is from 10:00 AM—11:00 AM MST

All sessions are recorded so you can watch it later if the time doesn't work!

Session Number	Date	Topic
1	April 4, 2019	Review of Excel Basics, Tips and Tricks
2	April 11	Excel Tables and Conditional Formatting
3	April 18	Excel Functions: IF, COUNTIF, SUMIF
4	April 25	More Excel Functions: VLOOKUP, ROUND, NOW
5	May 2	Excel Graphs and Working with Multiple Sheets
6	May 9	Excel Sorting and Filtering
7	May 16	Excel Subtotals
8	May 23	Excel Pivot Tables
9	May 30	Named Ranges and Data Validation (Drop Down Lists)
10	Jun 6	Review, Q&A