

EXCEL ESSENTIALS FOR MANAGERS

This one-day hands-on course is designed for those with a basic knowledge of Excel, who need to use key Excel features to manage, customize and automate workbooks. Participants will gain knowledge and skills to increase productivity and discover timesaving techniques, shortcuts and tips.

Who Should Attend?

- Project Managers and Supervisors
- Project teams and professionals from different project areas
- Leaders and Managers who need to be aware of PMP applications
- Professionals with previous training and experience in PMP

Topics Covered:

- Using Keyboard Shortcuts
- Setting Up Custom Views
- Creating Outlines
- Working with Range Names
- Applying Conditional Formatting
- Working with Functions and Formulas
- Using Formula Auditing Tools
- Protecting and Validating Data
- Handling Multiple Sheets and Workbooks
- Sorting and Filtering Data
- Subtotaling Data
- Working with Excel Tables
- Using Slicers
- Creating Charts
- Creating Basic Pivot Table Reports

Instructor

Simone Lee Hubers

Simone Hubers, B.A. (Hons.), University of Toronto, has been a computer trainer and consultant for over 30 years. Simone is an engaging and talented instructor, experienced in teaching computer software from introductory to advanced levels. She is passionate about sharing her knowledge and focuses on helping her students to build efficiencies in their work.

Excel Essentials WINTER & SPRING 2019

Program Options:

In-class Workshop	Saturday, March 30, 2019
2 Evenings	Monday, May 6, 2019 + Monday, May 13, 2019

DID YOU KNOW?

Canada-Ontario Job Grant (COJG) Funding MDC is an accredited training provider under the terms of COJG program which provides financial assistance to private and non-profit employers to offset the cost of providing training to new or current employees. For links to the COJG website visit: www.mdc.uoit.ca

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