
AVAILABLE WORKSHOPS & COURSES

Learn Excel Now is built to help you achieve real-world goals and a practical understanding of Microsoft® Excel® with self-paced training and time-friendly, user-friendly courses. By completing our concise, easy-to-understand courses, you can increase productivity, gain new insights from your data, and create high-quality presentations that will set you apart. In addition, our Library of free content and our Resources can provide you with instant solutions to pressing Excel needs.



GOOGLE SHEETS 101: THE BASICS FOR BEGINNERS

In this 90-minute, instructor-led training, you will learn how possessing the power of Google Sheets will set you up for immediate and lifelong success, while enhancing your ability to evolve with the future of work. Discover all the career-advancing features that the Google Sheets has to offer, so that you can use it with ease and confidence.

[Read More](#)

Categories: [Google](#), [Sheets](#)

	C	D	E	F	G
	Amount		Sum of Amount	Month	
	74		Category	Jan	Feb
	235		Entertainment	100	125
	175		Grocery	235	240
	100		Household	175	225
	115		Transportation	74	115
	240		Grand Total	584	705
	225				
	125				
	90				
	260				
	200				
	120				

EXCEL PIVOTTABLES: VIEW AND ORGANIZE DATA QUICKLY AND EASILY

Join us for a 60-minutes training with live demonstrations, followed by 15-minutes of assisted exercises and a 15-minute interactive Q&A session that will drastically impact your learning curve and retention.

[Read More](#)

Categories: [Excel](#), [Finance](#), [Office](#)

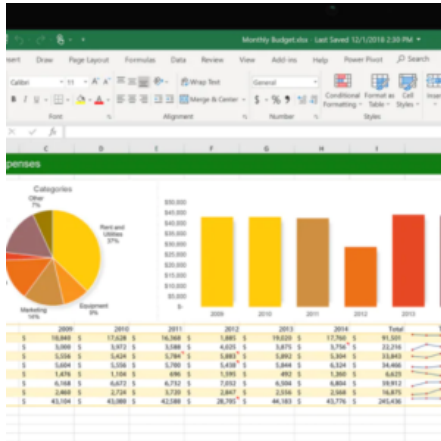


MICROSOFT EXCEL: THE BASICS & BEYOND FOR TODAY'S TOP PROFESSIONALS

In this 90-minute, instructor-led training, you will learn how being proficient in Excel will set you up for immediate and lifelong success. Discover career-advancing features like shortcuts, calculations, formatting and charts, so that you can use Excel with ease and confidence. Gain must-have skills for spreadsheet success and join us for this hands-on training.

[Read More](#)

Categories: [Excel](#), [Front Line](#), [Office](#)



MICROSOFT EXCEL: INTERMEDIATE TRAINING FOR TODAY'S PROFESSIONALS

In this webinar, you will discover how to take your Excel skills to the next level, making Excel your most powerful productivity tool ever!

[Read More](#)

Categories: [Excel](#), [Front Line](#), [Office](#)



EXCEL FOR PAYROLL PROFESSIONALS: IMPROVE ACCURACY & EFFICIENCY

In this 100-minute program, you will gain solutions for working more efficiently, plus discover how to share pertinent data with decision makers, much more clearly than ever before. Start saving valuable time and avoid headaches, by learning invaluable Excel tips, techniques, and shortcuts!

[Read More](#)

Categories: [Excel](#), [Finance](#), [Office](#)



EXCEL ESSENTIALS: A BEGINNER'S GUIDE TO ENHANCE EFFICIENCY & PRODUCTIVITY

In this webinar, you will discover time-saving tricks, powerful tools, and expert strategies to effortlessly turn your data into compelling stories. We'll elevate your ability to increase productivity like never before!

[Read More](#)

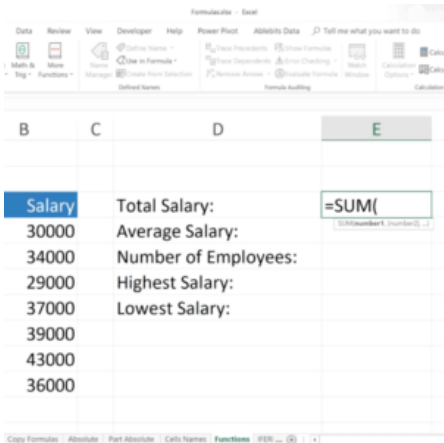
Categories: [Office](#), [Excel](#), [Productivity](#)



EXCEL FOR ABSOLUTE BEGINNERS

This 90-minute program covers the must-know features of Excel, to get you up-and-running as fast as possible. This training is aimed at users who have very limited knowledge of Excel. They know what a spreadsheet is, can navigate around and enter and edit data but want to learn more!

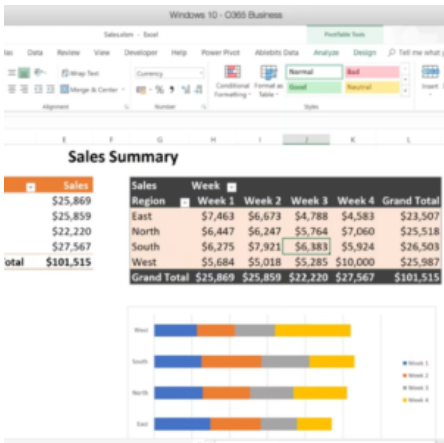
[Read More](#)
Categories: [Business Intelligence](#), [Excel](#), [Finance](#), [Office](#)



EXCEL FORMULAS AND FUNCTIONS 101

Join us for this 60-minute online training to get more done in less time and build foundational Excel skills.

[Read More](#)
Categories: [Excel](#), [Front Line](#), [Function](#), [Office](#)



MACROS 101: AUTOMATE TASKS & STREAMLINE YOUR WORKFLOWS

Being able to create and edit a macro is one of the **must have skills** for Excel users. Having this knowledge will save you hours of time by allowing you to automate any Excel-based task or process. No more wasting time on repetitive actions in Excel!

[Read More](#)
Categories: [Excel](#), [Office](#), [Productivity](#)



10 ESSENTIAL EXCEL FUNCTIONS YOU NEED TO KNOW TO INCREASE PRODUCTIVITY

This program is designed to unlock the power of Excel's most popular productivity-boosting functions. Master these ten essential functions and you'll find yourself overcoming challenges, automating tasks, improving efficiency, and *drastically* reducing your time spent on manual data management processes.

[Read More](#)

Categories: [Productivity](#), [Excel](#), [Office](#)

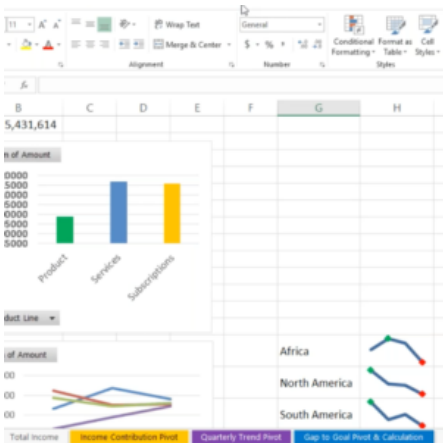


EXCEL FEATURES NO ACCOUNTANT CAN LIVE WITHOUT

In this dynamic, 60-minute program, Excel expert David Ringstrom, CPA demonstrates the best features in Excel that will make even the most experienced accountants more productive. Learn how to tame unwieldy worksheets, shortcuts that will save you time, and gain must-have tools to ensure accurate reports.

[Read More](#)

Categories: [Excel](#), [Finance](#), [Office](#)

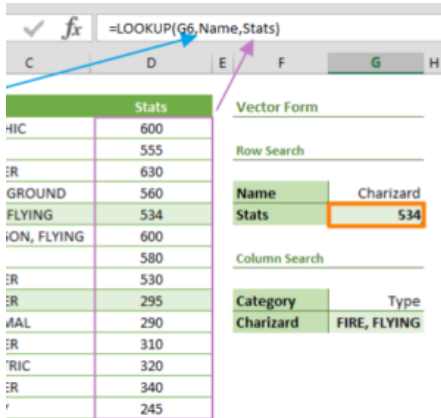


EXCEL DASHBOARDS 101 FOR BEGINNERS

Learn the basics to create Dashboards with Excel, showing patterns that are relevant to all managers and industries. This 90-minute training will give you the skills you need to make cleaner reports, better data analysis and drive key business decisions. Advance your excel knowledge and your career with Excel Dashboards.

[Read More](#)

Categories: [Business Intelligence](#), [Excel](#), [Finance](#), [Office](#)

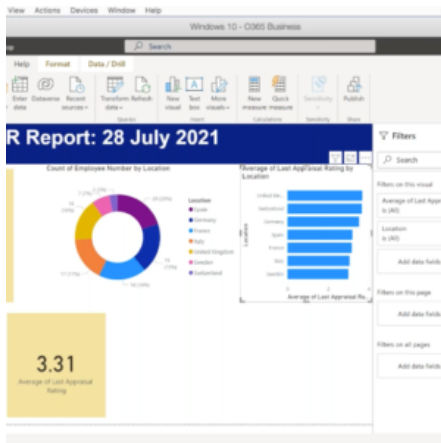


MASTERING EXCEL LOOKUP FUNCTIONS: WHAT EVERY USER SHOULD KNOW

After this interactive 90-minute, instructor-led training, you'll have mastered the use of Excel's VLOOKUP, HLOOKUP and XLOOKUP functions. You'll know when and how to use them and be able to confidently employ them to save time, work with data more efficiently and be more productive. BONUS: You'll also get great ideas on structuring your data that will help you going forward.

[Read More](#)

Categories: [Excel](#), [Finance](#), [Office](#)



POWER BI INTERMEDIATE: BEYOND THE BASICS

Join us for a 90-minute workshop and take your Power BI skills to the next level, in order to extract business intelligence for enhanced decision making. You'll learn how to clean up your raw data to make it "report ready", create calculations using the Power BI formula language, and much more!

[Read More](#)

Categories: [Business Intelligence](#), [Excel](#), [Office](#)



POWER BI 101: THE NEW REPORTING SUPER TOOL

Join us for a 90-minute workshop that will walk you through the basics to get started with the latest reporting super tool. We'll help you unlock the most effective uses, while demonstrating the best practices, for utilizing Power BI.

[Read More](#)

Category: [Business Intelligence](#)

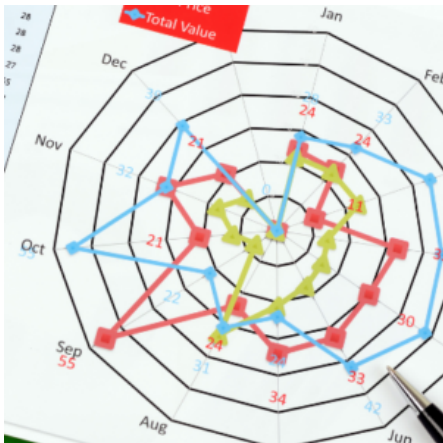


POWER QUERY: ADVANCED FUNCTIONALITY EVERY USER NEEDS TO KNOW

If you've mastered the basics of Power Query but want to take your skills to the next level, join us, for a 90-minute workshop. We'll provide step by step guidance for streamlining the combining, merging, and restructuring of your imported data - so that it's in the right format for reporting.

[Read More](#)

Categories: [Business Intelligence](#), [Excel](#), [Office](#)



EXCEL DASHBOARDS FOR CFOS & FINANCE: EFFECTIVE MONITORING & REPORTING

In this 100-minute webinar you'll discover how you can create impressive and interactive Excel dashboards to present financial information to decision makers. Effectively monitor key information in a way that anyone can understand.

[Read More](#)

Categories: [Excel](#), [Finance](#), [Function](#), [Office](#), [Uncategorized](#)



POWER QUERY 101: IMPORT, CLEAN & TRANSFORM YOUR BIG DATA

If you work with, analyze, and generate reports from large datasets, having a good understanding and working knowledge of Power Query is a must! In this workshop, you'll discover how to transform big data more efficiently, with fast, plus powerful data gathering and cleansing capabilities.

[Read More](#)

Categories: [Business Intelligence](#), [Excel](#), [Office](#)



TABLEAU 101: BASIC DATA VISUALIZATION FOR BEGINNERS

Good data visualization is essential when presenting insights about your business. Tableau is a game-changer there, as it enables you to create compelling data visualizations, to deliver high-impact insights and make more informed business decisions. In this 90-minute, instructor-led training, you will learn how to leverage the functionality of Tableau, to elevate your reporting capabilities!

[Read More](#)

Categories: [Business Intelligence](#), [Excel](#), [Office](#)

```
=MINIFS(SalesTbl[Sales],SalesTbl[Retailer], "BigMart",SalesTbl[
```

C	D	E	F
alesTbl[Retailer], "BigMart",SalesTbl[Brand], "Longlast",SalesTbl			

EXCEL UPDATES: NEW FORMULAS YOU NEED TO KNOW

Whether you're an Excel whiz or less than confident in your spreadsheet skills, this workshop will teach you everything you need to know about Excel's newest formulas – so you can increase your efficiency *and* accuracy.

[Read More](#)

Categories: [Excel](#), [Finance](#), [Office](#)

Zip	Batter	Brand	Sale
56007	9V Batte	SparkBatt	
50021	9V Batte	SparkBatt	
43068	9V Batte	SparkBatt	
16066	9V Batte	SparkBatt	
48125	9V Batte	SparkBatt	
53704	9V Batte	SparkBatt	
54016	9V Batte	SparkBatt	
55109	9V Batte	SparkBatt	

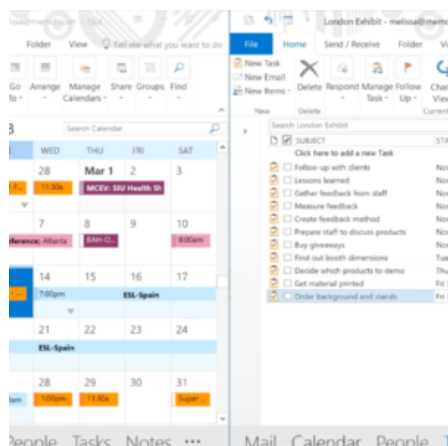
MICROSOFT WORD 101: TIPS, TRICKS & POWER SHORTCUTS EVERY USER MUST KNOW

In this 60-minute webinar, you'll discover how to use Microsoft Word to create clean, eye-catching documents - that reflect well on you and your organization. Take your work with Word to a higher level today!

[Read More](#)

Categories: [Front Line](#), [Office](#), [Word](#)





MICROSOFT OUTLOOK: SURVIVAL TIPS FOR CALENDAR AND TASKS

Discover how Outlook can help you organize and manage your day effectively and with little effort. Join us for this 90 - minute workshop and save yourself time and frustration.

[Read More](#)

Categories: [Front Line](#), [Office](#), [Outlook](#), [Productivity](#)

es go to...

- OneDrive
 - You have access
 - You can determine with whom to share.
- SharePoint Libraries
 - Access is by site/sub
 - Sites may contain many types of content, not just files



OFFICE 365 101: ENHANCE PRODUCTIVITY & COLLABORATION

Become more productive in the workplace with better collaboration and organization tools. Learn what you are missing out on in Office 365 with the help of demos.

[Read More](#)

Categories: [Front Line](#), [Office](#), [OneDrive](#)

EXCELNOW
THE FEAR OF EXCEL

MelissaEV

	C	D	E	F	G
	Amount				
1	74		Sum of Amount	Month	
	235		Category	Jan	Feb
	175		Entertainment	100	125
t	100		Grocery	235	240
1	115		Household	175	225
	240		Transportation	74	115
	225		Grand Total	584	705
t	125				
1	90				
	260				
	200				
t	120				

MICROSOFT EXCEL POWER PIVOT: TAKE YOUR PIVOT TABLES TO THE NEXT LEVEL

If you spend too much time in Pivot Tables, it may be time for you to take the next step in Excel. This feature will allow you to create data models that are more sophisticated than what you can build with Pivot Tables, accomplish more in less time, and make massive datasets understandable even for others to easily digest your reports. Don't miss this workshop where you'll learn how to use this feature from beginning to end.

[Read More](#)

Categories: [Excel](#), [Finance](#), [Office](#)

AUTOMATIONS THAT BOOST THE QUALITY OF YOUR EXCEL-BASED FINANCIAL STATEMENTS

[Read More](#)

GET OUT THE DOOR ON TIME WITH MICROSOFT OUTLOOK

[Read More](#)

**Get On
The Dot
On Time
With
Micros
Outlook**

by
Randau, CEO
Power Institute

KPIS & PERFORMANCE DASHBOARDS FOR MAXIMUM IMPACT

[Read More](#)

The diagram illustrates the relationship between four business strategy components and their outcomes. The components are arranged in a 2x2 grid:

- High Quality Products & Services** (Yellow box)
- Strategic Financial Management** (Blue box)
- Strong Operational Processes** (Grey box)
- Skilled Motivated Staff** (Orange box)

Arrows point from these components to four outcomes:

- New Customer Acquisition** (from High Quality Products & Services)
- Customer Retention** (from High Quality Products & Services and Strong Operational Processes)
- Customer Profitability** (from Strategic Financial Management)
- Market Share Dominance** (from Strategic Financial Management and Skilled Motivated Staff)

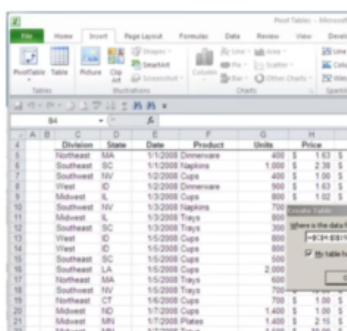
Below the diagram, two lists of strategic initiatives are provided:

- High Quality Products & Services:**
 - Team Goals
 - Organization's Leadership
 - Strategic Initiatives
 - Strategic Management Plan
 - Strategic Plan
- Strategic Financial Management:**
 - Organization's Strategy
 - Quality/Performance Improvement Approach
 - Organization's Vision
 - Organization's Mission & Values

CREATE A TABLE OF THE DATABASE

needed:
ate a
the
choose
Tables
).

you
the table
se) by
few rows
Excel will
the pivot
hout the
manually
the new
ge.



The screenshot shows the Microsoft Excel interface. The 'PivotTable' task pane is visible on the left, showing a PivotTable with 'Region' as the row label and 'Sales' as the column label. The main worksheet displays a data table with columns: Region, State, Date, Product, Units, and Price. The data includes entries for various regions like Northeast, Southeast, Midwest, and West, with corresponding sales data for different products and dates.

EXCEL PIVOT TABLE TRAINING: ACCELERATE ANALYTICS & DECISION MAKING

Stop staring at that database. Dive in, explore it with Pivot Tables and save time while doing it! This 90-minute program will guide you to identify the key trends in your data and be confident you've reached the right conclusions to support your recommendations.

[Read More](#)

Categories: [Business Intelligence](#), [Excel](#), [Finance](#), [Office](#)

GET MORE OUT OF OUTLOOK: EVERYTHING YOU NEED TO KNOW

In this live, 90-minute interactive workshop, you will learn innovative ways to elevate your skills and take your knowledge of Outlook to the next level. We'll help you unlock life-saving Microsoft Outlook secrets, so you're equipped to tame your inbox and organize your professional life!

[Read More](#)

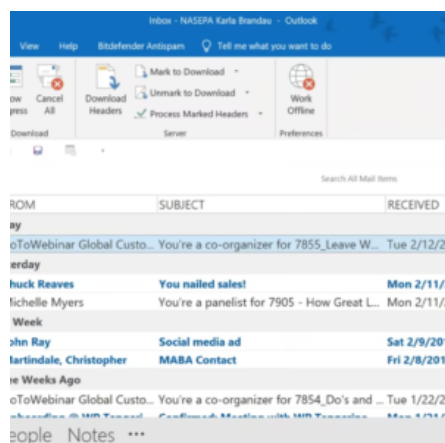
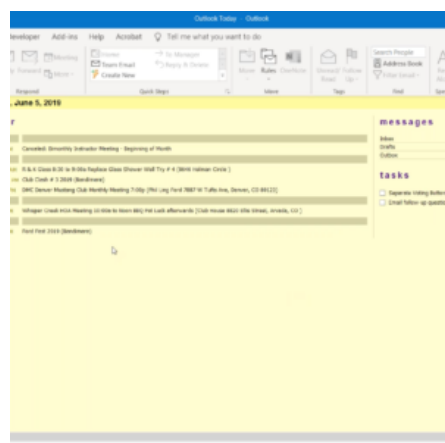
Categories: [Front Line](#), [Office](#), [Outlook](#), [Productivity](#)

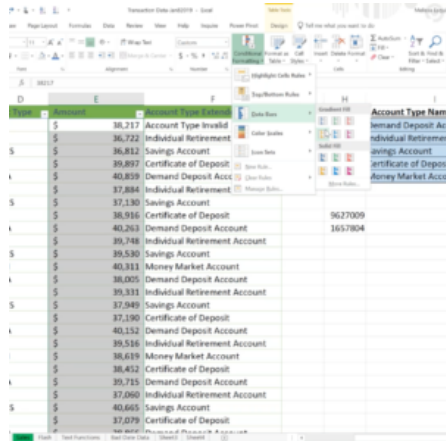
MAKING OUTLOOK WORK FOR YOU: INBOX AND CALENDAR ESSENTIALS

After this 75-minute training program, you will know how to pack your day with greater output by using Outlook to organize your appointments, meetings and private work time. You'll be equipped to take control of important work details and stay on top of upcoming deadlines. Don't waste a minute while you're at work and leave on time when you learn more efficient time management and exceptional use of Microsoft Outlook.

[Read More](#)

Categories: [Front Line](#), [Office](#), [Outlook](#), [Productivity](#)





EXCEL FOR MARKETERS: STRATEGIES TO EASILY MANAGE YOUR DATA & DRIVE SUCCESS

In this 75-minute webinar, you will learn how Excel is specifically designed for marketers and their unique needs - learn only what you need for your job, save time and frustration to boost your bottom line.

[Read More](#)

Categories: [Excel](#), [Leadership](#), [Office](#)

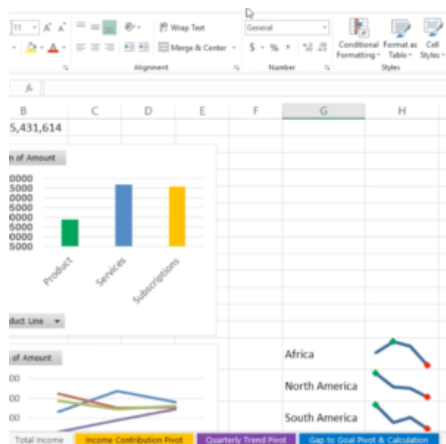


CREATING HIGH IMPACT BUSINESS REPORTS IN EXCEL

Join us for a 90-minute workshop, where you'll discover the most vital Excel reporting tools, which will assist you in decision making and communicating performance.

[Read More](#)

Categories: [Excel](#), [Leadership](#), [Office](#)



EXCEL DASHBOARDS: INSTRUCTOR-LED TRAINING TO PRESENT YOUR DATA LIKE A PRO

Learn effective ways to create dashboards with Excel 2007-2016, showing patterns that are most relevant to all managers and industries. Join us for this comprehensive, 90-minute Excel Lab that brings you all the power of live demonstrations, assisted exercises and a Q&A session.

[Read More](#)

Categories: [Business Intelligence](#), [Excel](#), [Finance](#), [Office](#)



MICROSOFT EXCEL: ADVANCED TRAINING FOR TODAY'S TOP PROFESSIONALS

In this webinar, you will discover how to automate and streamline your work, making Excel your most powerful productivity tool ever!

[Read More](#)

Categories: [Excel](#), [Office](#)



EXCEL DATA CLEANING BOOTCAMP: TRANSFORM RAW DATA TO RELIABLE INSIGHTS

Through guided hands-on exercises with an Excel expert, this webinar will empower you to transform your raw data into clean, reliable insights for informed analysis and decision-making.

[Read More](#)

Categories: [Office](#), [Excel](#)



UNLEASH THE POWER OF EXCEL: SECRETS & SHORTCUTS FOR SUPERCHARGED PRODUCTIVITY

In this webinar, you'll unlock the secrets to Excel mastery, so you can transform your workflow, elevate your skills, and achieve peak productivity.

[Read More](#)

Categories: [Office](#), [Excel](#)



MICROSOFT EXCEL: ADVANCED FORMULAS & LOGIC FUNCTIONS

In this webinar, you will discover how to master Excel's advanced formulas and functions, to improve your efficiency, and elevate your expertise to confidently address complex data challenges.

[Read More](#)

Categories: [Office](#), [Excel](#)



EXCEL LISTS & TABLES 101: SOLUTIONS FOR UNLOCKING DATA-DRIVEN SUCCESS

This hands-on webinar will empower you to go beyond basic number-crunching, dramatically improving your ability to handle data!

[Read More](#)

Categories: [Office](#), [Excel](#)



MICROSOFT EXCEL CHARTS 101: A BEGINNER'S GUIDE TO CREATING CLEAN & COMPELLING CHARTS

In this webinar, you will gain a solid foundation in Excel charting, enabling you to convey information more effectively, while enhancing your data-driven stories and taking your data presentations skills to the next level!

[Read More](#)

Categories: [Office](#), [Excel](#)

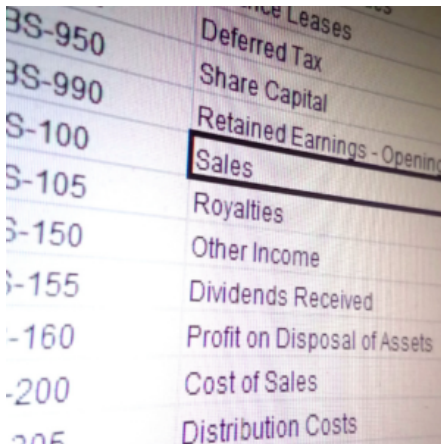


ADVANCED POWERPOINT: KEYS TO CREATING BETTER PRESENTATIONS PART 2

This 90-minute webinar takes you beyond simple decks and organized content to producing slick and professional looking decks that grab and hold an audience's attention, no matter the venue or platform.

[Read More](#)

Categories: [Office](#), [Powerpoint](#)

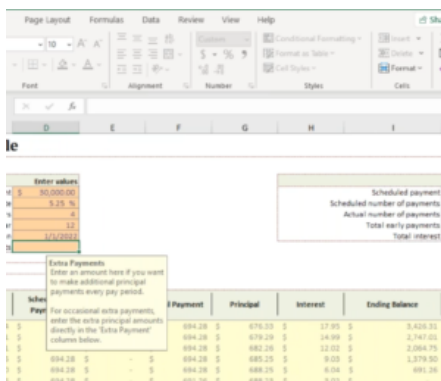


EXCEL FOR ACCOUNTANTS: BOOST ACCURACY AND EFFICIENCY

In this 100-minute program, you will learn how to save valuable time and avoid headaches by learning invaluable Excel tips, techniques, and shortcuts to better navigate masses of financial data. You will be able to work more efficiently, plus share pertinent data more clearly with decision-makers.

[Read More](#)

Categories: [Excel](#), [Office](#)



EXCEL FOR FINANCIAL FORECASTING: BUILD BETTER SPREADSHEETS & MODELS

Our Excel expert, David H. Ringstrom, says "Either you work Excel, or it works you". In this jam-packed, 100-minute webinar you will discover everything you need to know about a variety of Excel features and worksheet functions to ultimately help you utilize Excel in a more effective manner.

[Read More](#)

Categories: [Excel](#), [Office](#)



MANAGING TEAM WORKFLOW WITH MICROSOFT OUTLOOK: GET MORE DONE

Microsoft Outlook is an invaluable communication and project management tool, yet many key features are underutilized. While you may feel proficient at using Outlook for email and meetings, you are likely leaving about 85% of the power of Microsoft Outlook unused! In our interactive, 90-minute event you'll learn how Outlook can be an invaluable tool for managers, supervisors and team leads.

[Read More](#)

Categories: [Outlook](#), [Office](#)

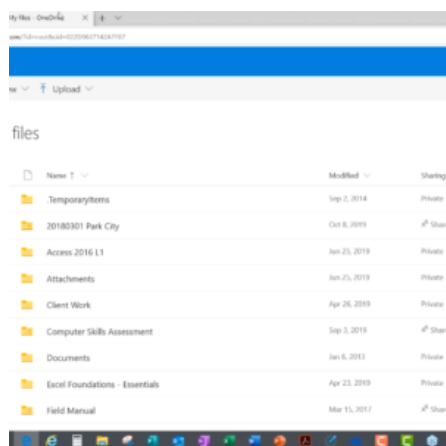


POWERPOINT: KEYS TO CREATING TOP-NOTCH PRESENTATIONS

An exciting PowerPoint presentation will skyrocket your credibility with colleagues and clients. In this live, 90-minute webinar, you will learn innovative ways to elevate your Microsoft PowerPoint skills and create killer presentations.

[Read More](#)

Categories: [Office](#), [Powerpoint](#)



MAKE THE MOST OF ONEDRIVE WITH OFFICE 365

You'll learn techniques that make your work in OneDrive faster, more efficient, and purposeful. Maximize your time and your investment in Office 365 today!

[Read More](#)

Categories: [Office](#), [OneDrive](#)



[Read More](#)
Categories: [Excel](#), [Office](#)



[Read More](#)
Categories: [Excel](#), [Office](#)



[Read More](#)
Categories: [Excel](#), [Office](#)