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# 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](#)

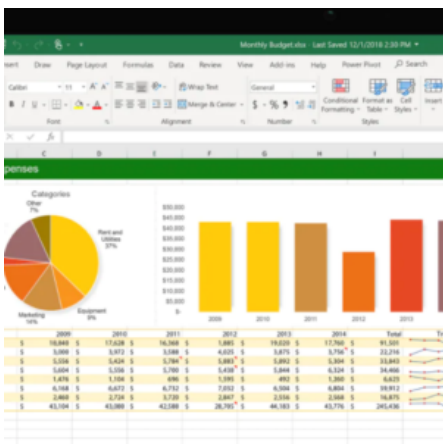


## MICROSOFT EXCEL: THE BASICS & BEYOND FOR TODAY'S TOP PROFESSIONALS

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!

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

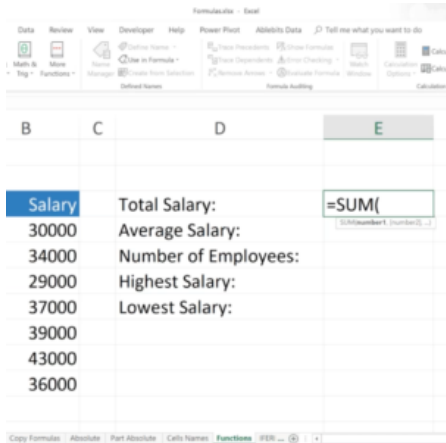


## EXCEL FOR ABSOLUTE BEGINNERS

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!

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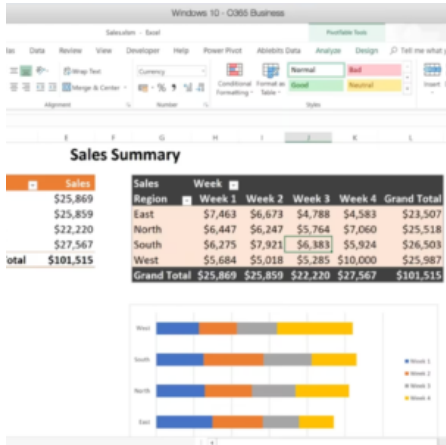
**Categories:** [Business Intelligence](#), [Excel](#), [Finance](#), [Office](#)



# 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](#)

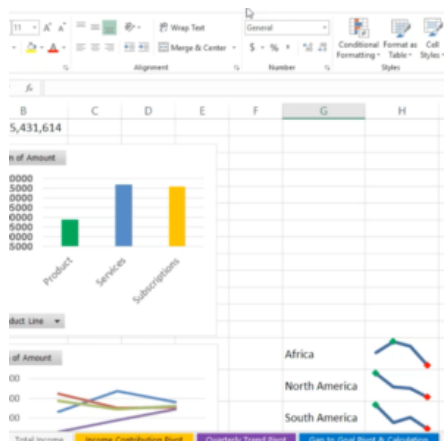
	C	D	E	F	G
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			Category	Jan	Feb
	74		Entertainment	100	125
	235		Grocery	235	240
	175		Household	175	225
	100		Transportation	74	115
	115		Grand Total	584	705
	240				
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## EXCEL PIVOTTABLES: VIEW AND 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](#)



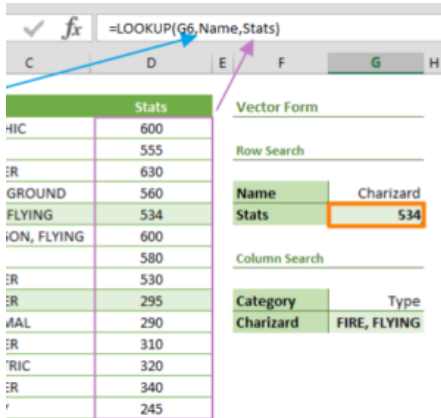
## EXCEL DASHBOARDS 101 FOR BEGINNERS

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](#)



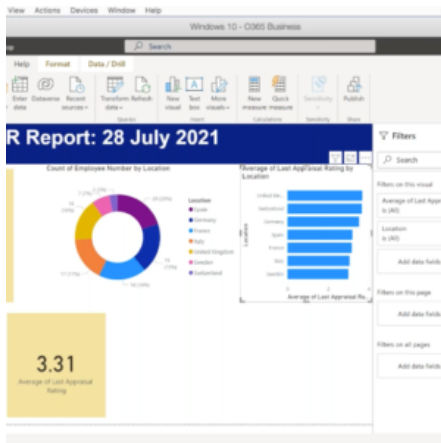


## MASTERING EXCEL LOOKUP FUNCTIONS: WHAT EVERY USER SHOULD KNOW

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.

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**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!

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**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.

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**Category:** [Business Intelligence](#)

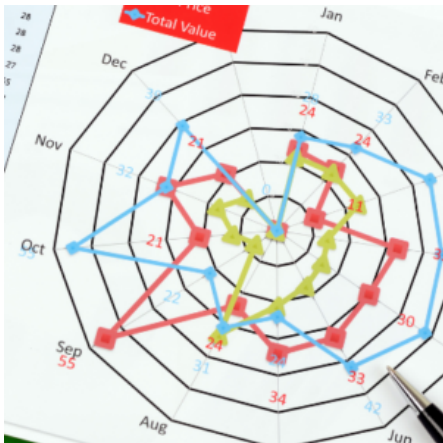


## POWER QUERY: ADVANCED FUNCTIONALITY EVERY USER NEEDS TO KNOW

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.

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**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.

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**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](#)

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## 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.

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

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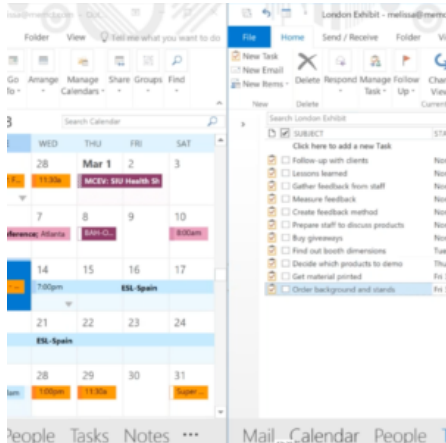
## MICROSOFT WORD 101: TIPS, TRICKS & POWER SHORTCUTS EVERY USER MUST KNOW

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...

neDrive

- You have access
- You can determine with whom to share.

• SharePoint Libraries

- Access is by site/sub
- Sites may contain m: types of content, no 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



## MANAGING TEAM WORKFLOW WITH MICROSOFT OUTLOOK: GET MORE DONE

Learn how to more effectively use Microsoft Outlook to keep projects on track, your team connected and workflow more efficient.

[Read More](#)

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

	C	D	E	F	G
	Amount		Sum of Amount	Month	
1	74		Category	Jan	Feb
	235		Entertainment	100	125
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## 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](#)

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	3,012				Kelly	
	(3,668)		Computer Supplies		Molly	
	(7,094)		Furniture		Sabrina	
	13,876		Office Supplies		Sandra	
			Services		Scott	
			Software Products		Tammy	
					Steve	

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

In this insightful session, Excel expert David Ringstrom, CPA, shows you step-by-step how to create dynamic accounting reports by creating and working with monthly financial statements in a more efficient and effective manner.

[Read More](#)

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



## GET OUT THE DOOR ON TIME WITH MICROSOFT OUTLOOK

After this 90-minute training, 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:** [Office](#), [Outlook](#), [Productivity](#)

APPROACH/OBJECTIVES



KPIS & PERFORMANCE DASHBOARDS FOR MAXIMUM IMPACT

Join us for this 90-minute workshop, to accelerate your understanding as well as effectiveness in designing, implementing and monitoring critical KPIs - using powerful performance dashboards. You'll learn how to tailor your dashboards to perfectly fit the needs of C-suite, middle managers, plus line and field personnel.

[Read More](#)  
**Categories:** [Business Intelligence](#), [Leadership](#)

CREATE A TABLE OF THE DATABASE

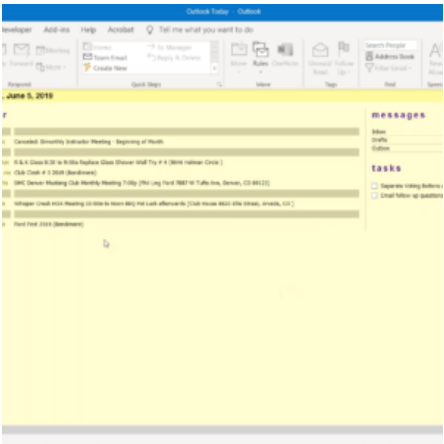
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Southeast	SC	11/2/2008	Donnerstag	1,000	2.38 \$
Southeast	NY	12/2/2008	Donnerstag	400	1.13 \$
West	ID	12/2/2008	Donnerstag	800	1.63 \$
Midwest	IL	13/2/2008	Donnerstag	800	1.63 \$
Southeast	NY	13/2/2008	Donnerstag	700	1.63 \$
Midwest	IL	13/2/2008	Donnerstag	800	1.63 \$
Southeast	SC	13/2/2008	Donnerstag	300	1.63 \$
West	ID	15/2/2008	Donnerstag	800	1.63 \$
West	ID	15/2/2008	Donnerstag	800	1.63 \$
Southeast	SC	15/2/2008	Donnerstag	800	1.63 \$
Southeast	LA	15/2/2008	Donnerstag	2,000	1.63 \$
Northeast	MA	15/2/2008	Donnerstag	600	1.63 \$
Southeast	NY	15/2/2008	Donnerstag	700	1.63 \$
Northeast	CT	16/2/2008	Donnerstag	800	1.63 \$
Midwest	ND	17/2/2008	Donnerstag	1,400	1.98 \$
Midwest	ND	17/2/2008	Donnerstag	1,400	2.16 \$
Midwest	ND	17/2/2008	Donnerstag	1,400	1.98 \$

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.

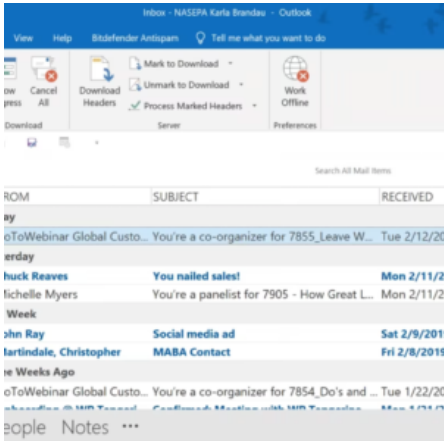
[Read More](#)  
**Categories:** [Business Intelligence](#), [Excel](#), [Finance](#), [Office](#)



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!

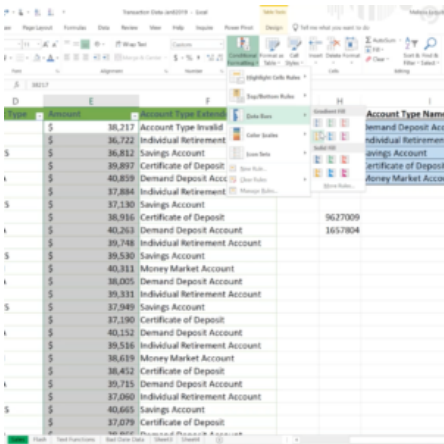
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**Categories:** [Front Line](#), [Office](#), [Outlook](#), [Productivity](#)



# 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.

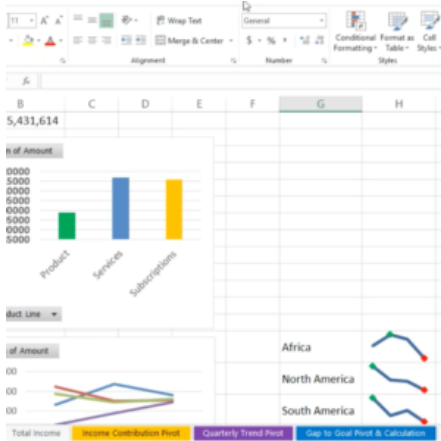
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**Categories:** [Excel](#), [Leadership](#), [Office](#)



# 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.

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**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](#)



## SIMPLY OUTLOOK: TIPS & TRICKS FOR ENHANCING DAILY EFFICIENCY

Simply Outlook: Tips & Tricks for Enhancing Daily Efficiency contains 9 individual training modules, each with its own video, exercise, and quiz. With the knowledge you gain from this self-paced course, you will have the ability to elevate your productivity and streamline communication, while maintaining a polished professional presence.

[Read More](#)

**Category:** [Self Paced](#)



## SIMPLY POWERPOINT: THE BASICS FOR TRANSFORMING YOUR PRESENTATIONS

Simply PowerPoint: The Basics for Transforming Your Presentations contains 6 individual training modules, each with its own video, exercise, and quiz. With the knowledge you gain from this self-paced course, you will have the ability to create presentations that enhance your message, engage your audience, and leave a lasting impression!

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**Category:** [Self Paced](#)





## EXCEL PIVOT TABLES MADE EASY

Pivot Tables Made Easy contains 6 individual training modules, each with its own video, exercise, and quiz. With the knowledge you gain from this self-paced course, you will have the ability to efficiently analyze, summarize, and visualize your data, enabling you to make informed decisions based on insightful data representations.

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## SIMPLY EXCEL PART II: TIPS, TRICKS, SHORTCUTS AND MORE...

This course, built in bite-size pieces, is intended for Excel users at a beginner level. Each self-paced module ranges from 10 to 20 minutes and includes a knowledge review quiz. You will learn how to configure Excel, to ensure optimal performance and stability. Additionally, we'll provide best practices for building spreadsheets accurately and efficiently, from scratch.

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Category: [Self Paced](#)

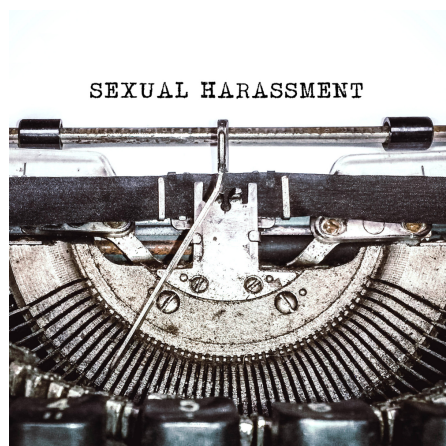


## SIMPLY EXCEL: THE BASICS FOR BEGINNERS

This course, built in bite-size pieces, is intended for Excel users at a beginner level. Each self-paced module ranges from 10 to 20 minutes and includes a knowledge review quiz. You will learn how to configure Excel, to ensure optimal performance and stability. Additionally, we'll provide best practices for building spreadsheets accurately and efficiently, from scratch.

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## SEXUAL HARASSMENT PREVENTION: TRAINING FOR MANAGERS & SUPERVISORS

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## CONSULTING SERVICES

Consultations are tailored to suit the needs of your team first, making you more comfortable with the Excel functions in order to help you tap into the most sophisticated features of the software.

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Category: [Uncategorized](#)



## EXCEL FOUNDATIONS: LEARN EXCEL FROM TOP TO BOTTOM

Excel foundations offers 20 individual training modules, each with its own video, exercise and quiz. Once you complete the training program you will possess the Excel knowledge and skills you always wanted. With the most comprehensive orientation in the program out there, you will leave no tool unused and no Excel mystery will remain.

[Read More](#)

Category: [Uncategorized](#)



## 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!

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**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.

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**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](#)

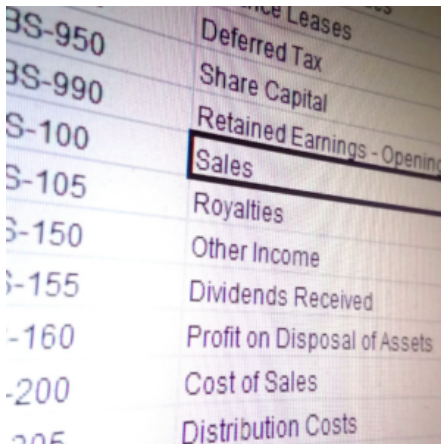


## ADVANCED POWERPOINT: KEYS TO CREATING BETTER PRESENTATIONS PART 2

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.

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

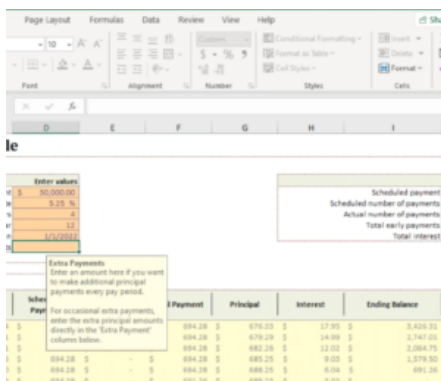


## EXCEL FOR ACCOUNTANTS: BOOST ACCURACY AND EFFICIENCY

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](#)

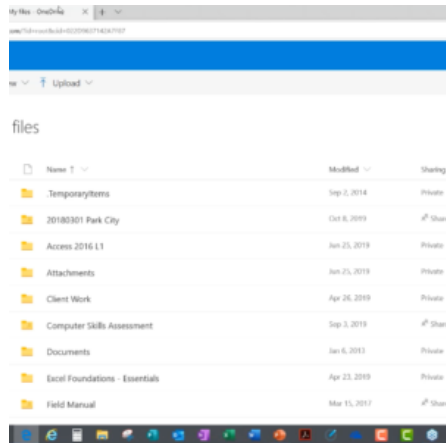
The screenshot shows a complex Excel payroll template. The top section is titled 'Employee Data' and includes a 'DO NOT CHANGE' warning. Below this, there are columns for 'Gross Pay', 'Federal Income Tax Rate', 'State Income Tax Rate', 'Social Security Tax Rate', 'Medicare Tax Rate', 'Health Insurance', 'Dental Insurance', 'Vision Insurance', '401k Contribution', and 'Net Pay'. The spreadsheet is filled with data for multiple employees, with rows for each employee's details and calculations. The bottom of the screen shows a navigation bar with tabs for 'Set Up Employees Data', 'Employee Payroll Data', 'Employee Payroll Data', 'Employee Payroll Data', 'Employee Payroll Data', and 'Employee Payroll Data'.

## EXCEL FOR PAYROLL PROFESSIONALS: INCREASE EFFICIENCY AND ACCURACY

Let Excel make your payroll process simplified and error free. Join us for 100 minutes and walk away ready to utilize all Excel has to offer.

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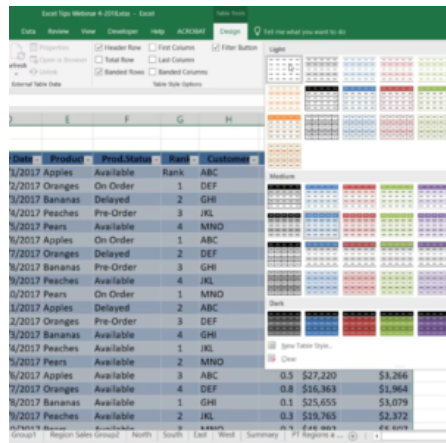


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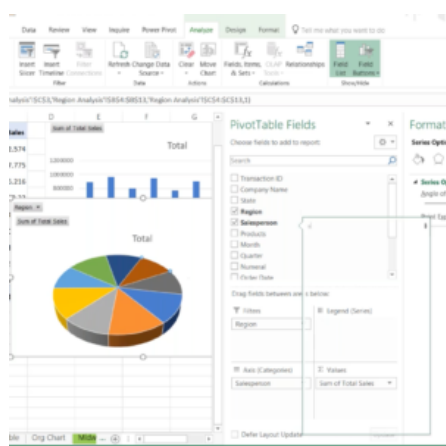


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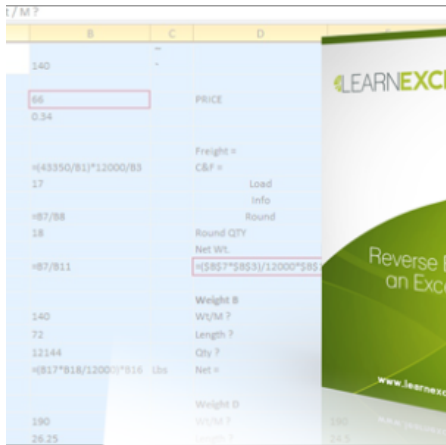


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