



Santa Clara County Legal Professionals Association

May 2019 Dinner Meeting

“EXCEL TIPS & TRICKS”

Guest Speaker:

Rebekah Threewitt

Motivaim/Computer Magic Training

Are you new to Microsoft Excel, or do you need a refresher course? Join us at our May 14, 2019 general membership meeting as an expert instructor from Computer Magic Training will go through the following subjects:

- Navigation Tips
- Keyboard Shortcuts
- Flash Fill
- Filtering (special features)
- Removing Duplicates
- Sorting Columns Left to Right
- Conditional Formatting Presets

Bring your own laptop so that you can follow along step-by-step. Handouts will be provided prior to the presentation.



Tuesday, May 14, 2019

TIME

Social Hour: 6:00 p.m.
Dinner/Program: 6:30 p.m.



Flames Eatery & Bar
88 S. Fourth Street, San Jose, CA
95113
(408) 971-1960
• validated parking at the adjoining 4th Street

COST

\$30.00 (dinner, dessert & CLE credit)
\$20.00 (CLE credit; no dinner)
Free (no dinner or CLE credit)



Register and pay via PayPal* on our “Events” page at <http://www.sccolpa.org>. Or RSVP via email at reservations.sccolpa@gmail.com. **NOTE:** Please put “SCCoLPA Reservations” in the title of your email. Make checks payable to “SCCoLPA.” Cash or checks accepted at the door. **No refunds if reservation is canceled within 24 hours of the event.** *\$3 convenience fee added for PayPal/credit card payments

This activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 0.75 hours, of which 0.00 hours will apply to legal ethics, law practice management, prevention, detection, and treatment of substance abuse and emotional distress, or elimination of bias. SCCoLPA certifies that this activity conforms to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.

UPCOMING EVENTS

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| May 15-19, 2019 | LSI’s 85 th Annual Conference at the DoubleTree by Hilton, Newark, CA |
| June 11, 2019 | SCCoLPA Monthly Membership Meeting: “California Style Manual vs. The Blue Book” |
| June 22, 2019 | SCCoLPA’s Annual BBQ and Membership Appreciation Day – FREE FOR ALL MEMBERS! |