



## Microsoft Excel Workshop Series

### Saturday, September 19, 2020 Beginning Excel

Join us as we dive into the Basics of Excel! Get familiar with Excel terms and workbook navigation; format your spreadsheet data with ease; learn time saving tips like auto complete and auto fill; perform basic calculations....and more!

**Speaker: Marni Beach**  
Trainer & Owner, Legal Support Solutions

### Saturday, October 10, 2020 Intermediate Excel

Jump into intermediate Excel and learn all about functions, sorting and filtering data, hiding columns/rows, best practices to copy/paste data, referencing cells on other worksheets . . . and much more!

**Speaker: Dodie Edelstein**  
Instructor, Dolores Edelstein Consulting

This activity has been approved for MCLE and CCLS credit in the amount of 1.5 hour(s). Santa Clara County Legal Professionals Association 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.



**SCCoLPA**  
*presents*

## Microsoft Excel Workshop Series

Time:  
10:00 to 11:30 a.m.  
(90 minutes)

Location: ZOOM  
Link to be provided  
prior to workshops

Price for each workshop  
Members: \$35  
Non-Members: \$45

◆◆ Register now for  
both and save \$5 ◆◆  
Members: \$65 for both  
Non-Members: \$85 for both

Register and pay via  
PayPal/credit card on our  
“Upcoming Events” page at  
[www.sccolpa.org](http://www.sccolpa.org). If you have  
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