



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 CCLS credit in the amount of 1.50 hour(s) per workshop.



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
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any questions, email us at
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