

# EXCEL Beyond the Basics

## One Hour at a Time

### Live Training

Dates: Thursdays starting, October 4, 2018  
(See Attached Schedule)

Time: 10:00 — 11:00 AM

Location: Your Site Using Your Computer!



1– 10 Students:                    \$175/person

**OR PAY ONE PRICE FOR MULTIPLE STUDENTS AND SAVE!**

Up to 20 Students:            \$2000

Up to 40 Students:            \$3000

Up to 60 Students:            \$4000

Up to 100 Students            \$5500

**Price is for all  
10 sessions!**

- ⊙ Live training using Zoom (a web-based, easy to use free program). Each are recorded in case you miss one!
- ⊙ All you need is a computer with internet access, speakers/headphones, or dial in to listen. Webcam and mic are optional.
- ⊙ Price Includes **TEN** Lessons—One hour per week plus a manual.
- ⊙ Exercises are given as homework to practice.
- ⊙ The first lesson is a review of the basics and includes tons of tips!

Register today!

780-940-6772

joanne@knowitsooner.com

www.knowitsooner.com

  
**Know it Sooner**  
Computer Training

## **Excel Beyond the Basics Live Webinar Schedule**

**Time of Session is from 10:00 AM—11:00 AM MST**

**All sessions are recorded so you can watch it later if the time doesn't work!**

<b>Session Number</b>	<b>Date</b>	<b>Topic</b>
1	October 4, 2018	Review of Excel Basics, Tips and Tricks
2	October 11	Excel Tables and Conditional Formatting
<b>TWO WEEKS OFF TO PRACTICE!</b>		
3	November 1	Excel Functions: IF, COUNTIF, SUMIF
4	November 8	More Excel Functions: VLOOKUP, ROUND, NOW
5	November 15	Excel Graphs and Working with Multiple Sheets
6	November 22	Excel Sorting and Filtering
7	November 29	Excel Subtotals
8	December 6	Excel Pivot Tables
9	December 13	Named Ranges and Data Validation (Drop Down Lists)
10	January 24, 2019	Review, Q&A