

Advanced Excel & Word for School Districts

Presented by PSST University

<p>This class qualifies for 6 hours: CPA CEU Hours KDE Cert. #FO-125 EILA 07-EIL-6018</p>	<p>Prerequisites Basic working knowledge of Excel® & Word®</p>	<p>Course Times 9 AM – 4 PM</p>	<p>Who Should Attend: school district staff who want to work more effectively in Excel® & Word®</p>
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Class Description:

School district staff has used Excel and Word for years, but with the learning experience of this class, many hours would be saved annually through the use of common Excel features. The class exercises use information extracted from MUNIS® through MUNIS Office®, providing a very practical and hands application of Excel. Some of the specific features of Excel that are taught include:

- Pivot tables
- Functions
- Filters
- Subtotaling
- Conditional formatting
- Shortcut keys

The Mail Merge features of Word will be taught in detail.

What others had to say after attending...

“Whether you are sharpening your current skills or adding new skills to your bank, this class is a beneficial resource for professional growth.” *Mary Johnson, Raceland Ind*

“Very worthwhile – good investment of your time & resources.” *Janice Clegg, Bardstown Ind*

“You should not come to this class if you don’t want to save time & effort.” *Billy Boyd, Pulaski Co*

“This class teaches shortcuts in Excel that makes my job much easier. Instead of spending lots of time with my data , I now know how to get the information needed quickly.” *Mary Knight, Grant Co*

“Anyone who works with Excel would definitely benefit from this class.”, *Donna Eggmeier, Covington Ind*

To request a class at your district contact Belinda McDermott at 1-800-488-7395 or email belindm@psst.com