LEARNEXCELNOW

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AVAILABLE WORKSHOPS & COURSES

Learn Excel Now is built to help you achieve real-world goals and a practical understanding of Microsoft® Excel® with self-paced training and time-friendly, user-friendly courses. By completing our concise, easy-to-understand courses, you can increase productivity, gain new insights from your data, and create high-quality presentations that will set you apart. In addition, our Library of free content and our Resources can provide you with instant solutions to pressing Excel needs.

GOOGLE SHEETS 101: THE BASICS FOR BEGINNERS

In this 90-minute, instructor-led training, you will learn how possessing the power of Google Sheets will set you up for immediate and lifelong success, while enhancing your ability to evolve with the future of work. Discover all the career-advancing features that the Google Sheets has to offer, so that you can use it with ease and confidence.

Read More
Categories: Google, Sheets

10 ESSENTIAL EXCEL FUNCTIONS YOU NEED TO KNOW TO INCREASE PRODUCTIVITY

This program is designed to unlock the power of Excel's most popular productivity-boosting functions. Master these ten essential functions and you'll find yourself overcoming challenges, automating tasks, improving efficiency, and *drastically* reducing your time spent on manual data management processes.

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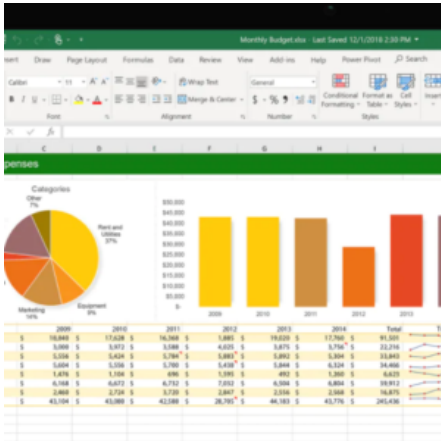**Categories:** Productivity, Excel, Office

THE ULTIMATE FINANCE PRO'S EXCEL TOOLKIT FOR REPORTING, FORECASTING & DATA MANAGEMENT

This training package is your gateway to mastering Excel for finance, enabling you to improve efficiency, accuracy, and communication in your financial operations. With instructor-assisted exercises, additional materials, and practical applications, you can immediately implement what you learn.

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Categories: Excel, Finance, Office

MICROSOFT EXCEL: INTERMEDIATE TRAINING FOR TODAY'S PROFESSIONALS

In this webinar, you will discover how to take your Excel skills to the next level, making Excel your most powerful productivity tool ever!

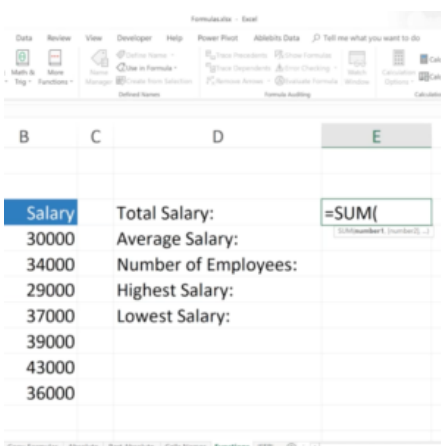Read More
Categories: Excel, Front Line, Office

MICROSOFT EXCEL: THE BASICS & BEYOND FOR TODAY'S TOP PROFESSIONALS

In this 90-minute, instructor-led training, you will learn how being proficient in Excel will set you up for immediate and lifelong success. Discover career-advancing features like shortcuts, calculations, formatting and charts, so that you can use Excel with ease and confidence. Gain must-have skills for spreadsheet success and join us for this hands-on training.
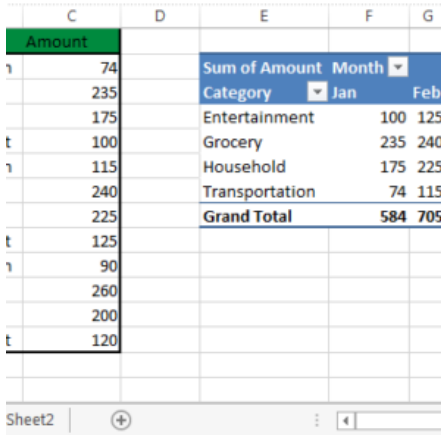
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Categories: Excel, Front Line, Office

EXCEL FORMULAS AND FUNCTIONS 101

Join us for this 60-minute online training to get more done in less time and build foundational Excel skills.

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Categories: Office, Excel, Front Line, Function

EXCEL PIVOTTABLES: VIEW AND ORGANIZE DATA QUICKLY AND EASILY

Join us for a 60-minutes training with live demonstrations, followed by 15-minutes of assisted exercises and a 15-minute interactive Q&A session that will drastically impact your learning curve and retention.

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Categories: Excel, Finance, Office

EXCEL FOR PAYROLL PROFESSIONALS: IMPROVE ACCURACY & EFFICIENCY

In this 100-minute program, you will gain solutions for working more efficiently, plus discover how to share pertinent data with decision makers, much more clearly than ever before. Start saving valuable time and avoid headaches, by learning invaluable Excel tips, techniques, and shortcuts!

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Categories: Excel, Finance, Office

EXCEL ESSENTIALS: A BEGINNER'S GUIDE TO ENHANCE EFFICIENCY & PRODUCTIVITY

In this webinar, you will discover time-saving tricks, powerful tools, and expert strategies to effortlessly turn your data into compelling stories. We'll elevate your ability to increase productivity like never before!

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Categories: Office, Excel, Productivity

EXCEL FOR ABSOLUTE BEGINNERS

This 90-minute program covers the must-know features of Excel, to get you up-and-running as fast as possible. This training is aimed at users who have very limited knowledge of Excel. They know what a spreadsheet is, can navigate around and enter and edit data but want to learn more!

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Categories: Office, Business Intelligence, Excel, Finance
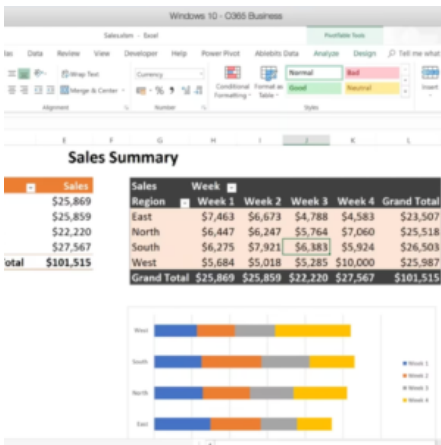
MACROS 101: AUTOMATE TASKS & STREAMLINE YOUR WORKFLOWS

Being able to create and edit a macro is one of the **must have skills** for Excel users. Having this knowledge will save you hours of time by allowing you to automate any Excel-based task or process. No more wasting time on repetitive actions in Excel!

Read More
**Categories:** Excel, Office, Productivity

EXCEL FEATURES NO ACCOUNTANT CAN LIVE WITHOUT

In this dynamic, 60-minute program, Excel expert David Ringstrom, CPA demonstrates the best features in Excel that will make even the most experienced accountants more productive. Learn how to tame unwieldy worksheets, shortcuts that will save you time, and gain must-have tools to ensure accurate reports.

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**Categories:** Excel, Finance, Office
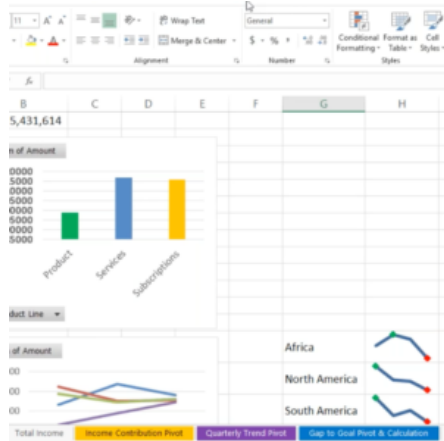
EXCEL DASHBOARDS 101 FOR BEGINNERS

Learn the basics to create Dashboards with Excel, showing patterns that are relevant to all managers and industries. This 90-minute training will give you the skills you need to make cleaner reports, better data analysis and drive key business decisions. Advance your excel knowledge and your career with Excel Dashboards.

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**Categories:** Business Intelligence, Excel, Finance, Office
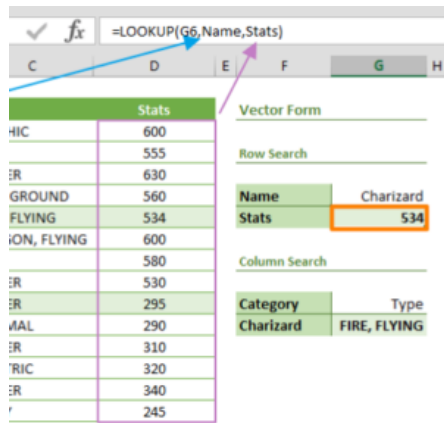
MASTERING EXCEL LOOKUP FUNCTIONS: WHAT EVERY USER SHOULD KNOW

After this interactive 90-minute, instructor-led training, you'll have mastered the use of Excel's VLOOKUP, HLOOKUP and XLOOKUP functions. You'll know when and how to use them and be able to confidently employ them to save time, work with data more efficiently and be more productive. BONUS: You'll also get great ideas on structuring your data that will help you going forward.

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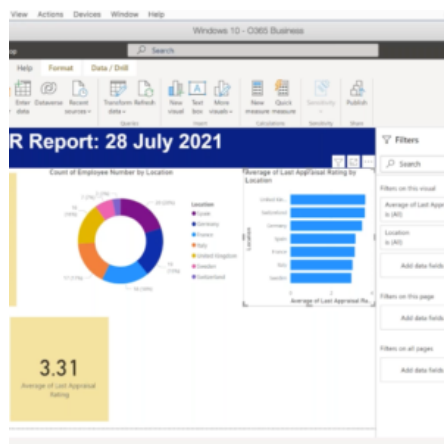
POWER BI INTERMEDIATE: BEYOND THE BASICS

Join us for a 90-minute workshop and take your Power BI skills to the next level, in order to extract business intelligence for enhanced decision making. You'll learn how to clean up your raw data to make it "report ready", create calculations using the Power BI formula language, and much more!

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Categories: Business Intelligence, Excel, Office

POWER BI 101: THE NEW REPORTING SUPER TOOL

Join us for a 90-minute workshop that will walk you through the basics to get started with the latest reporting super tool. We'll help you unlock the most effective uses, while demonstrating the best practices, for utilizing Power BI.

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Category: Business Intelligence

POWER QUERY: ADVANCED FUNCTIONALITY EVERY USER NEEDS TO KNOW

If you've mastered the basics of Power Query but want to take your skills to the next level, join us, for a
90-minute workshop. We'll provide step by step guidance for streamlining the combining, merging, and
restructuring of your imported data - so that it's in the right format for reporting.

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Categories: Business Intelligence, Excel, Office
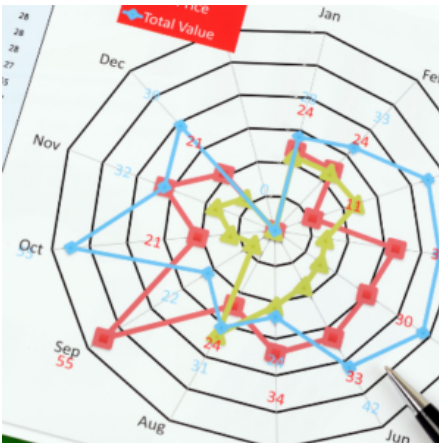
EXCEL DASHBOARDS FOR CFOS & FINANCE: EFFECTIVE MONITORING & REPORTING

In this 100-minute webinar you'll discover how you can create impressive and interactive Excel dashboards to present financial information to decision makers. Effectively monitor key information in a way that anyone can understand.

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Categories: Excel, Finance, Function, Office, Uncategorized

POWER QUERY 101: IMPORT, CLEAN & TRANSFORM YOUR BIG DATA

If you work with, analyze, and generate reports from large datasets, having a good understanding and working knowledge of Power Query is a must! In this workshop, you'll discover how to transform big data more efficiently, with fast, plus powerful data gathering and cleansing capabilities.

Read More
**Categories:** Business Intelligence, Excel, Office

TABLEAU 101: BASIC DATA VISUALIZATION FOR BEGINNERS

Good data visualization is essential when presenting insights about your business. Tableau is a game-changer there, as it enables you to create compelling data visualizations, to deliver high-impact insights and make more informed business decisions. In this 90-minute, instructor-led training, you will learn how to leverage the functionality of Tableau, to elevate your reporting capabilities!

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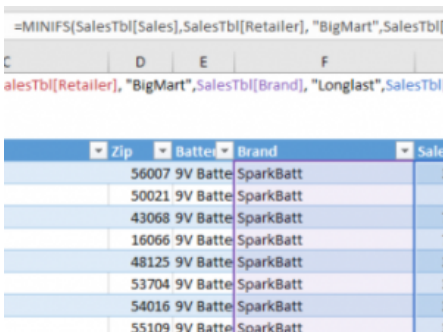
EXCEL UPDATES: NEW FORMULAS YOU NEED TO KNOW

Whether you're an Excel whiz or less than confident in your spreadsheet skills, this workshop will teach you everything you need to know about Excel's newest formulas – so you can increase your efficiency *and* accuracy.

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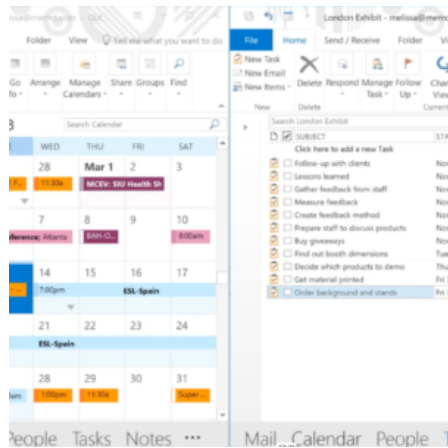**Categories:** Excel, Finance, Office

MICROSOFT WORD 101: TIPS, TRICKS & POWER SHORTCUTS EVERY USER MUST KNOW

In this 60-minute webinar, you'll discover how to use Microsoft Word to create clean, eye-catching documents - that reflect well on you and your organization. Take your work with Word to a higher level today!

Read More
Categories: Front Line, Office, Word

MICROSOFT OUTLOOK: SURVIVAL TIPS FOR CALENDAR AND TASKS

Discover how Outlook can help you organize and manage your day effectively and with little effort. Join us for this 90 – minute workshop and save yourself time and frustration.

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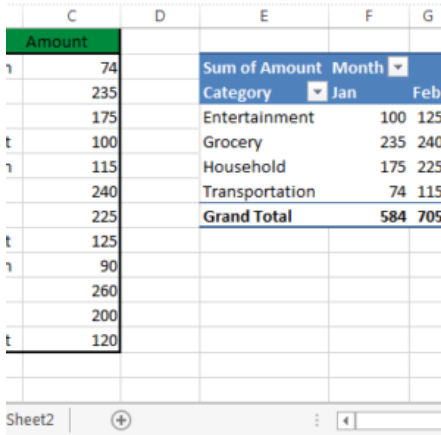**Categories:** Front Line, Office, Outlook, Productivity

OFFICE 365 101: ENHANCE PRODUCTIVITY & COLLABORATION

Become more productive in the workplace with better collaboration and organization tools. Learn what you are missing out on in Office 365 with the help of demos.
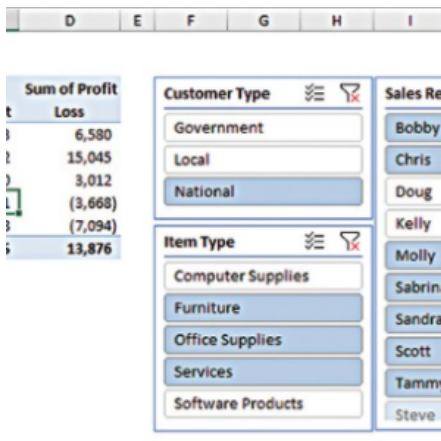
Read More
Categories: Front Line, Office, OneDrive

MICROSOFT EXCEL POWER PIVOT: TAKE YOUR PIVOT TABLES TO THE NEXT LEVEL

If you spend too much time in Pivot Tables, it may be time for you to take the next step in Excel. This feature will allow you to create data models that are more sophisticated than what you can build with Pivot Tables, accomplish more in less time, and make massive datasets understandable even for others to easily digest your reports. Don't miss this workshop where you'll learn how to use this feature from beginning to end.

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Categories: Excel, Finance, Office

AUTOMATIONS THAT BOOST THE QUALITY OF YOUR EXCEL-BASED FINANCIAL STATEMENTS

In this insightful session, Excel expert David Ringstrom, CPA, shows you step-by-step how to create dynamic accounting reports by creating and working with monthly financial statements in a more efficient and effective manner.

Read More
Categories: Business Intelligence, Excel, Finance, Office

GET OUT THE DOOR ON TIME WITH MICROSOFT OUTLOOK

After this 90-minute training, you will know how to pack your day with greater output by using Outlook to organize your appointments, meetings and private work time. You'll be equipped to take control of important work details and stay on top of upcoming deadlines. Don't waste a minute while you're at work and leave on time when you learn more efficient time management and exceptional use of Microsoft Outlook.

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Categories: Office, Outlook, Productivity

KPIS & PERFORMANCE DASHBOARDS FOR MAXIMUM IMPACT

Join us for this 90-minute workshop, to accelerate your understanding as well as effectiveness in designing, implementing and monitoring critical KPIs - using powerful performance dashboards. You'll learn how to tailor your dashboards to perfectly fit the needs of C-suite, middle managers, plus line and field personnel.

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Categories: Business Intelligence, Leadership

EXCEL PIVOT TABLE TRAINING: ACCELERATE ANALYTICS & DECISION MAKING

Stop staring at that database. Dive in, explore it with Pivot Tables and save time while doing it! This 90-minute program will guide you to identify the key trends in your data and be confident you've reached the right conclusions to support your recommendations.

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Categories: Business Intelligence, Excel, Finance, Office
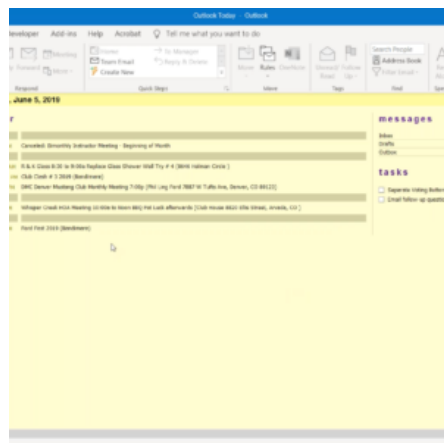
## GET MORE OUT OF OUTLOOK: EVERYTHING YOU NEED TO KNOW

In this live, 90-minute interactive workshop, you will learn innovative ways to elevate your skills and take your knowledge of Outlook to the next level. We'll help you unlock life-saving Microsoft Outlook secrets, so you're equipped to tame your inbox and organize your professional life!

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**Categories:** Front Line, Office, Outlook, Productivity
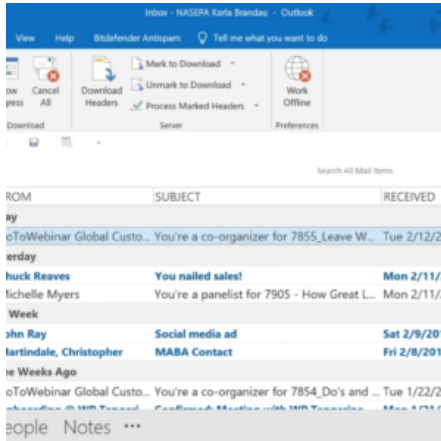
MAKING OUTLOOK WORK FOR YOU: INBOX AND CALENDAR ESSENTIALS

After this 75-minute training program, you will know how to pack your day with greater output by using Outlook to organize your appointments, meetings and private work time. You'll be equipped to take control of important work details and stay on top of upcoming deadlines. Don't waste a minute while you're at work and leave on time when you learn more efficient time management and exceptional use of Microsoft Outlook.

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Categories: Front Line, Office, Outlook, Productivity
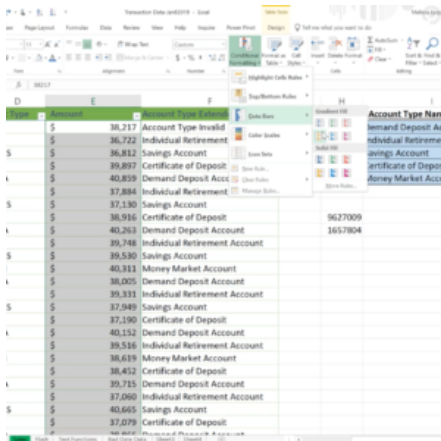
EXCEL FOR MARKETERS: STRATEGIES TO EASILY MANAGE YOUR DATA & DRIVE SUCCESS

In this 75-minute webinar, you will learn how Excel is specifically designed for marketers and their unique needs - learn only what you need for your job, save time and frustration to boost your bottom line.

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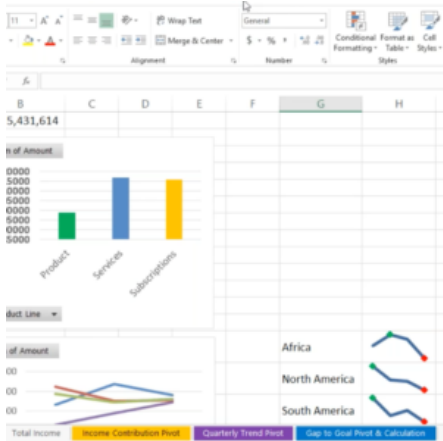**Categories:** Excel, Leadership, Office

CREATING HIGH IMPACT BUSINESS REPORTS IN EXCEL

Join us for a 90-minute workshop, where you'll discover the most vital Excel reporting tools, which will assist you in decision making and communicating performance.

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**Categories:** Excel, Leadership, Office

EXCEL DASHBOARDS: INSTRUCTOR-LED TRAINING TO PRESENT YOUR DATA LIKE A PRO

Learn effective ways to create dashboards with Excel 2007-2016, showing patterns that are most relevant to all managers and industries. Join us for this comprehensive, 90-minute Excel Lab that brings you all the power of live demonstrations, assisted exercises and a Q&A session.

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**Categories:** Business Intelligence, Excel, Finance, Office
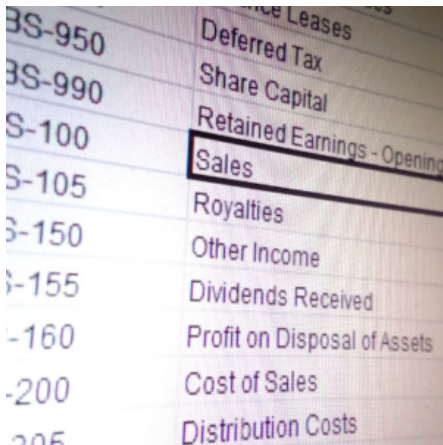
EXCEL FOR ACCOUNTANTS: BOOST ACCURACY AND EFFICIENCY BEYOND 2024

In this 100-minute program, you will learn how to save valuable time and avoid headaches by learning invaluable Excel tips, techniques, and shortcuts to better navigate masses of financial data. You will be able to work more efficiently, plus share pertinent data more clearly with decision-makers.

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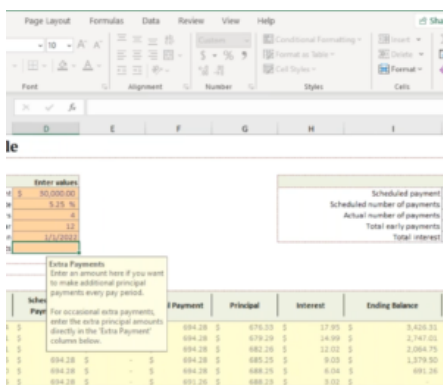
EXCEL FOR FINANCIAL FORECASTING: BUILD BETTER SPREADSHEETS & MODELS IN 2024

In our 100-minute program, you'll discover how to build more resilient and flexible financial models that can adapt to changing business needs. You'll gain actionable skills that can be immediately applied to improve the accuracy and efficiency of your financial forecasting processes, resulting in better decision-making and a higher return on investment for your organization.

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MICROSOFT EXCEL: ADVANCED TRAINING FOR TODAY'S TOP PROFESSIONALS

In this webinar, you will discover how to automate and streamline your work, making Excel your most powerful productivity tool ever!

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3-PART COMPREHENSIVE INSTRUCTOR-LED EXCEL SERIES

In our Excel training series, you'll discover how to work faster and smarter, making Excel your most powerful productivity tool ever. Each webinar is designed to equip you with practical skills and knowledge that you can apply immediately, ensuring you get the most out of Excel for your professional needs.

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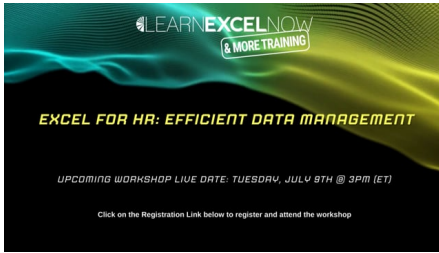**Categories:** Excel, Office

EXCEL FOR SALES: ANALYZE AND TRACK PERFORMANCE

In our 90-minute program, you'll discover how to transform your sales data into actionable insights. You'll gain practical skills in data analysis and reporting, enabling you to make informed decisions and drive better sales performance immediately.

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EXCEL FOR HR: EFFICIENT DATA MANAGEMENT

In our 90-minute program, you'll discover how efficient data management can transform your HR operations. You'll walk away with practical skills that can be immediately applied, leading to improved accuracy, time savings, and enhanced productivity in managing HR data.

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EXCEL FOR BUSINESS: ESSENTIAL TOOLS EVERY ORGANIZATION NEEDS TO KNOW

In our 60-minute program, you'll discover how Excel can be a vital tool in managing and growing your business. You'll walk away with essential skills to streamline financial management, enhance performance tracking, and make data-driven decisions that can lead to immediate improvements in your business operations.

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EXCEL DATA CLEANING BOOTCAMP: TRANSFORM RAW DATA TO RELIABLE INSIGHTS

Through guided hands-on exercises with an Excel expert, this webinar will empower you to transform your raw data into clean, reliable insights for informed analysis and decision-making.

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UNLEASH THE POWER OF EXCEL: SECRETS & SHORTCUTS FOR SUPERCHARGED PRODUCTIVITY

In this webinar, you'll unlock the secrets to Excel mastery, so you can transform your workflow, elevate your skills, and achieve peak productivity.

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MICROSOFT EXCEL: ADVANCED FORMULAS & LOGIC FUNCTIONS

In this webinar, you will discover how to master Excel's advanced formulas and functions, to improve your efficiency, and elevate your expertise to confidently address complex data challenges.

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EXCEL LISTS & TABLES 101: SOLUTIONS FOR UNLOCKING DATA-DRIVEN SUCCESS

This hands-on webinar will empower you to go beyond basic number-crunching, dramatically improving your ability to handle data!

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MICROSOFT EXCEL CHARTS 101: A BEGINNER'S GUIDE TO CREATING CLEAN & COMPELLING CHARTS

In this webinar, you will gain a solid foundation in Excel charting, enabling you to convey information more effectively, while enhancing your data-driven stories and taking your data presentations skills to the next level!

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ADVANCED POWERPOINT: KEYS TO CREATING BETTER PRESENTATIONS PART 2

This 90-minute webinar takes you beyond simple decks and organized content to producing slick and professional looking decks that grab and hold an audience's attention, no matter the venue or platform.

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MANAGING TEAM WORKFLOW WITH MICROSOFT OUTLOOK: GET MORE DONE

Microsoft Outlook is an invaluable communication and project management tool, yet many key features are underutilized. While you may feel proficient at using Outlook for email and meetings, you are likely leaving about 85% of the power of Microsoft Outlook unused! In our interactive, 90-minute event you'll learn how Outlook can be an invaluable tool for managers, supervisors and team leads.
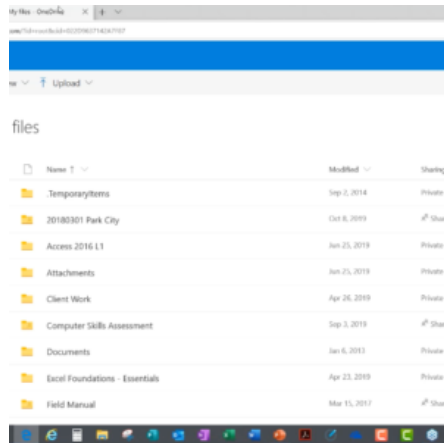
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POWERPOINT: KEYS TO CREATING TOP-NOTCH PRESENTATIONS

An exciting PowerPoint presentation will skyrocket your credibility with colleagues and clients. In this live, 90-minute webinar, you will learn innovative ways to elevate your Microsoft PowerPoint skills and create killer presentations.
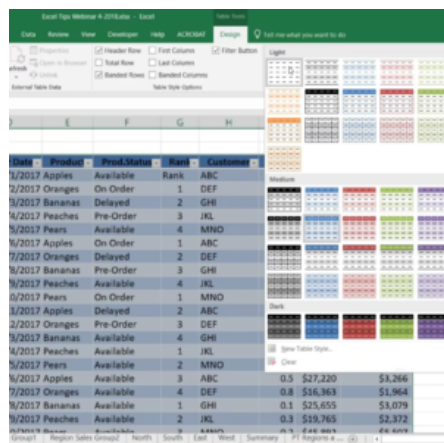
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MAKE THE MOST OF ONEDRIVE WITH OFFICE 365

You'll learn techniques that make your work in OneDrive faster, more efficient, and purposeful. Maximize your time and your investment in Office 365 today!
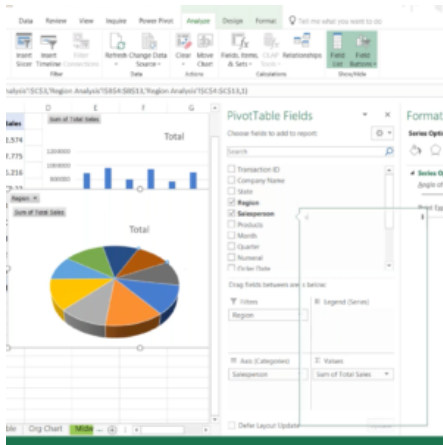
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EXCEL POWER TIPS: SHORTCUTS THAT SAVE TIME & ELIMINATE FRUSTRATION

Simplify your life with essential Excel tips & shortcuts that will save you time and impress your colleagues. Join us for this comprehensive, 90-minute Excel Lab that brings you all the power of live demonstrations, assisted exercises and more!
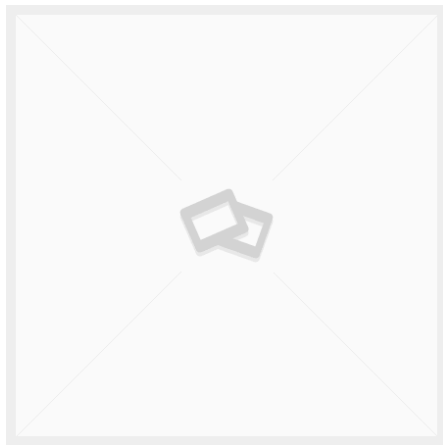
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EXCEL VISUAL TOOLS: GO BEYOND CHARTS & PRESENT YOUR DATA LIKE A PRO

Present your data like a pro, make informed decisions and impress your colleagues with all the power and variety of Excel's visual features.

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EXCEL PIVOTTABLES: VIEW AND ORGANIZE DATA QUICKLY AND EASILY

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