Helping businesses and schools use technology more effectively.

What You Will Cover:

- Importing different files types.
- Different methods to import.
- Advanced formatting.
- Flash Fill (2013 & 2016)
- Managing data.
- Advanced filtering.
- Use mail merge to create labels and letters.

And more!

Length: One Hour
FEES: $99 / person

For more information or to register visit:
www.etconsultants.us/ exceled/

Prices and dates are subject to change.

What's Included?
- Expert facilitator
- Interactive e-workshop
- Step by step manual
- Practice files

eTechnology Consultants

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Email: dave@etconsultants.us
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eTechnology Consultants Presents:

Excel for Education

This one-hour e-workshop provides skills for beginning through advanced users directly related to using Excel in education. Schools and universities have a unique set of tasks to perform with data related to using data from other programs and preparing data to import in proprietary data base programs.

How You Will Benefit:

- **Learn to import and export data with Excel.**
- **Learn to format for special circumstances.**
- **Learn how to use features in newer versions of Excel to speed up data processing.**
- **Learn to use Excel with other programs to create letters and labels.**