



New! How to Excel at Excel

Microsoft Excel is a powerful spreadsheet tool. Are you taking full advantage of its many features and benefits?

Each webinar in this three-part series will cover one specific Excel topic – take just the one you need or take them all!

Even if you have been an Excel user for a long time, you may learn some new, valuable shortcuts and helpful tips!

Microsoft Excel – Understanding Pivot Tables **Wednesday, 1/30/19**

10:00 AM –11:00 AM

Excel pivot tables are the key to analyzing data. Save time (and money) by learning how to develop this powerful Excel feature. Fee: \$20.00

Register: <https://www.eventbrite.com/e/how-to-excel-at-excel-part-1-understanding-pivot-tables-tickets-54097468986>

Microsoft Excel – All about Charts **Wednesday, 2/6/19**

10:00 AM –11:00 AM

Put your spreadsheet numbers into easy-to-view and understand charts and graphs! Step-by-step instructions to present your data in new and exciting ways. Fee: \$20.00

Register: <https://www.eventbrite.com/e/how-to-excel-at-excel-part-2-all-about-charts-tickets-54098401776>

Microsoft Excel – Using Formulas **Wednesday, 2/13/19**

10:00 AM –11:00 AM

Put the power of Excel to work in your spreadsheets by mastering the use of formulas! Fee: \$20.00

Register: <https://www.eventbrite.com/e/how-to-excel-at-excel-part-3-using-formulas-tickets-54098593349>



About the Presenter:

Considered an expert in her field, Patricia Cerio of PC Smartz IT Consulting Services has

over 26 years of proven experience implementing and training users in multiple software applications and operating systems. Her patience and ability to break down the most complex software packages into understandable bits of information helps users overcome the fear of learning new programs, while increasing their skills and productivity. She places great value on keeping her training sessions not only informative, but also interesting and fun. She also holds a bachelor's degree in Software Engineering.