



Microsoft Excel® Fundamentals

Virtual Workshop

With Sandi Frizzell

February 15th, 2023 @ 1:00pm CST

Dear Evergreen Member:

Working with computers is not intuitive and can be frustrating at times. That is why Evergreen has scheduled a virtual workshop focused on working with Microsoft Excel®. During this 120-minute virtual session, you'll learn the fundamentals of Excel®—not the basics of Office, how to work more effectively and efficiently with Excel®, and essential data entry shortcuts. This session will be recorded and participants will receive a link to the recording that expires 30 days after the completion of the program.

In this class you will learn basic techniques for creating and updating MS Excel documents. There will also be tips and tricks taught to make using MS Excel easier. The training focuses on the following categories:

- 3 Rules of worksheets
- Basic data entry
- How to use help
- Autofill
- Formatting
- Resolving printing troubles
- Steps to workbook structure

About the Presenter:

Sandi Frizzell is a skilled and confident motivator who has a passion for helping others achieve their true potential. Her main objective in life is to equip people with the essential skills needed to allow them to bring about true change in their lives. Sandi motivates participants to discover on-the-job success and to take the associated steps up the career ladder.

As Sandi likes to point out, employees contribute to the growth of a company. Doesn't it make sense to contribute to the growth of the employees?

- Technology Instructor for over 20 years, trained over 10,000 individuals from coast to coast
- Founder and Chief Executive Officer of a small business
- Corporate Communication Specialist and Technology
- Trainer Human Resource Assistant

This virtual session is approximately 120 minutes in length. Participants will receive the link to the WebEx the day before the session.

To register, please go to www.evergreen-marketing.com. The cost is \$350.00 per person and will be deducted from your 2023 Training & Education fund. There is a 30-student limit for this program, registration is a first come/first served basis. If you have any additional questions, please don't hesitate to contact me at 1-800-859-8733.

Best regards,
Wade McCone