



# Making Microsoft Excel Work for You

March 21, 2023 – 10:00am – 5:00pm Eastern  
\$168.75 - \$225/person, see registration link for more information.  
[Leader Development Institute Events](#) | [Eventbrite](#)

In this seminar, you will learn how to easily navigate Excel's confusing ribbons and tabs. You'll learn the 2 best-kept secrets to executing any command in Excel quicker than you ever knew you could. We'll show you how to instantly make changes to cells, ranges, and sheets, as well as many other Excel essentials! You'll also discover how to use Excel to organize and rearrange a date to easily spot trends. You'll learn how to drill down to specific sets of data and create sub-reports with a simple click of your mouse.



## WHAT WE WILL COVER:

- ★ Speed Fill - Quickly create a list of numbers, dates, months, day names
- ★ Formulas and Functions - Using Excel's built-in math and functions
- ★ Filtering - Display only the data you want to see
- ★ And so much more!

## HOW YOU WILL BENEFIT:

- ★ Learn Subtotals - Summarize your data quickly and easily with a lot of flexibility
- ★ Understand Pivot Tables - Make powerful reports out of your data and summarize by week, month, quarter or year.

## WHO SHOULD ATTEND?

Executives, New and Experienced Supervisors, Managers, Team Leaders, Administrative Assistants; Any and all employees who utilize Microsoft Excel and want a better understanding of the program.

## ★ VIRTUAL EVENT DETAILS ★

All events are held on Zoom starting promptly at 10:00am until 5:00pm (ET). Login will begin at 9:30am (ET)

### 3 Simple Ways to Reserve Your Spot:

- ★ Visit us at [www.LeaderDevelopmentInstitute.eventbrite.com](http://www.LeaderDevelopmentInstitute.eventbrite.com)
- ★ Call us at 1-888-474-8534
- ★ Email us at [solutions@LDiWorld.com](mailto:solutions@LDiWorld.com)