GWg
MSOffice© Classes

GroundWork group offers MSOffice© Classes to help nonprofit staff understand and use technology more effectively to further their mission.

MSOffice 365 Applications: Outlook, Word, Excel and OneDrive
Learn the basics of using the online versions of Outlook, Word and Excel. This class also covers storing and sharing files in OneDrive.

MSOffice 365 Online Applications: Connect and Collaborate with SharePoint and Teams
This class covers how to work in a SharePoint document library to create, edit, upload and share documents. In addition, learn how to use Teams for chats, conversations, and meetings and how to integrate apps, such as Planner and OneNote with Teams.

Basic Excel
Learn how to quickly enter and edit data, create simple formulas and functions, format data, format worksheets, and work with tables.

Intermediate Excel
Learn how to create charts, link and consolidate data, work with multiple worksheets and create 3D formulas and logical functions.

Advanced Excel: Pivot Tables/Charts and Macros
Learn how to summarize, analyze, and present data with pivot tables and pivot charts. Also learn how to automate tasks with Excel macros.

Advanced Excel: Formulas and Forecasts
Learn how to create advanced functions and formulas including logical, statistical, math and lookup functions. In addition, analyze worksheet data with Data Analysis scenarios, data tables and goal seek.

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Outlook: Beyond the Basics
The course will cover how to use Outlook to schedule calendar appointments and meetings and share calendars; create, update and manage tasks; and use advanced email organization features, such as Quick Steps and Rules.

OneNote: The MS Office Organization Tool
Learn how to use OneNote to create and share meeting agendas and notes, manage projects and plan events. Learn the basics of creating a notebook and inserting text, images, and page templates, as well as more advanced features to integrate OneNote with other MSOffice applications.

PowerPoint: Add the "WOW" Factor to Presentations
Learn how to quickly add slides to a presentation using Word outlines and the duplicate and reuse slides features. Use Slide Masters to add content to all presentation slides (for example, a company logo). In addition, add interest and impact to your presentations using charts, SmartArt, images, audio, video and animation.

Basic Publisher
Learn how to create publications such as flyers and newsletters. Add and format text, building blocks, tables and graphics to your publications.

Advanced Word: Tracking Changes, Online Forms and Mail Merges
Learn how to use track changes tools to review documents, how to create online forms with content controls, including check boxes, date pickers and drop-down lists. In addition, use Word's mail merge feature.

Have a question? Want to learn more about our classes?

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Learn More:
www.groundworkgroup.org/npo-education/

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