



GWg MSOffice[®] Classes

GroundWork group offers MSOffice[®] classes to help nonprofit staff understand and use technology more effectively to further their mission.



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, consolidate and validate data, work with multiple worksheets and create 3D formulas using range names.



Advanced Excel: Pivot Tables and PivotCharts

Learn how to summarize, analyze, and present data with pivot tables and pivot charts.



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.



Advanced Word: Tables and Online Forms

Learn about the many table options available in Word. Format rows and columns, split and merge cells, apply formatting, sort data and insert formulas. In addition, use tables to create interesting page layouts and online forms with content controls, including check boxes, date pickers, and drop-down lists.



Advanced Word: Tracking Changes, Working with Longer Documents, Sharing Data, and Mail Merges

Learn how to use track changes tools to review documents; create Page Numbers, Headers and Footers, a Table of Contents and work in Outline view in longer documents. Share data between Word, Excel and PowerPoint. In addition, use Word's mail merge feature for letters, labels and emails.



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MS365 Online Applications: Outlook, OneNote and Teams

Learn how to manage emails and calendars in Outlook, create digital notebooks for events and projects in OneNote, and use Teams to connect and collaborate with chats, video calls, file sharing, and a planner.



MS365 Online Applications: Connecting and Collaborating with To Do, Planner, List, Yammer and Sway

Learn how to use the To Do, Planner, List, Yammer and Sway applications that are specifically designed for planning, connecting and collaborating.



MS365 Online Applications: File Sharing: SharePoint, OneDrive & Teams

Learn how to use SharePoint, OneDrive and Teams for remote file sharing. Discover best practices for file sharing, uploading, editing and collaboration.



Outlook: Beyond the Basics

Learn 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.