



# GWg

## MSOffice<sup>®</sup> Classes

**GroundWork group offers MSOffice<sup>®</sup> 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. **In addition, analyze worksheet data with Data Analysis scenarios, data tables and goal seek.**



### Advanced Excel: Pivot Tables and PivotCharts

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



### Advanced Excel: Formulas and Functions

Learn how to create advanced formulas and functions including logical, statistical, math and lookup functions.



### 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, To Do, OneNote and OneDrive**

Learn how to manage emails and calendars in Outlook, manage tasks in To Do, create digital notebooks for events and projects in OneNote, and understand how to manage files with OneDrive.

### **MS365 Online Applications: Planning, Connecting and Collaborating with Planner, List, Forms and Yammer**

Learn how to use the Planner, List, Forms and Yammer 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.

### **PowerPoint and Sway: Creating Engaging Presentations**

In PowerPoint, learn how to quickly add slides to a presentation using 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. You'll also learn how to use Sway, the application included with MS365, for creating online presentations with text and media.