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. In addition, analyze worksheet data with Data Analysis scenarios, data tables and goal seek.

Excel: Pivot Tables and Pivot Charts
Learn how to summarize, analyze, and present data with pivot tables and pivot charts.

Excel: Formulas and Functions
Learn how to create advanced formulas and functions including logical, statistical, math and lookup functions.

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.

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, and OneNote.
Learn how to manage emails and calendars in Outlook, use To Do to create tasks and to-do lists, and create digital notebooks for events and projects with OneNote.

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.

File Management and Sharing: OneDrive, SharePoint & Teams
Learn how to use OneDrive, SharePoint, and Teams for file management and file sharing. Topics include how to create, upload, download, edit, collaborate, and access previous versions of files.

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: 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.