IPD   INSTITUTE FOR PROFESSIONAL DEVELOPMENT

REFRESHER TO MS EXCEL

February 5, 2025 – Webinar

*Approved by Rutgers University 2 RPPO/RPPS CEUs in Management and Supervision
*Approved by the State of NJ, DCA for CPWM (Public Works Managers) 2 CEUs - Information Technology
*Approved by the State of NJ, DCA for CMFOs & CCFOs 2 CEUs - Information Technology
*Approved by the State of NJ, DCA for RMCs 2 CEUs -   Information Technology
*Approved by the State of NJ, DCA for CTCs 2 CEUs - Information Technology
*Approved by the State of NJ, DCA for QPAs 2 CEUs - Information Technology
*Approved by NJ State Board of Profession Engineers and Land Surveyors for Professional Engineers 2 CPCs
*Approved for CPAs, RMAs, PAs & PSAs for 2 CPEs - Computer Science

10:00am–12:00 pm   Webinar Timetable - $50 per person

MS Excel has been a powerhouse of spreadsheet applications over the last three decades. It is successfully employed everywhere from consumer personal home budgeting to business analytics and research. MS Excel is extremely useful due to its intuitive setup, flexibility, and speed when it is applied to small and medium datasets. This class introduces MS Excel in a way that allows you to set yourself up for efficiency and speed. We will cover the structure of the software and its customization options, data entry and formatting, most frequently used functionalities that allow for automation, graphs, and printing setup. This class will demonstrate how you can operate MS Excel more comfortably, confidently, and efficiently. No prerequisites required

Have you ever wondered if there's a faster way to navigate through your Excel workbooks or perform quick calculations without breaking a sweat? Excel features that can significantly boost your productivity and efficiency. Excel is more than just a spreadsheet tool; it's a powerhouse of features that can significantly boost your productivity.

Presenter: Professor Andrey Kretinin, Ph.D, William Paterson University

CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law that the within bill is correct in all its particulars, the articles have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one.

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Michael F. Conti, Program Coordinator

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