

Maximizing Efficiency with Word and Graphic Visualization with Excel

Tuesday, June 17, 2025 – Webinar

- *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

- **Improving Workflow and Maximizing Efficiency with MS Word**

This webinar is designed to help professionals streamline their workflow by mastering essential features and lesser-known tools in MS Word. Topics will include advanced formatting techniques, efficient use of styles and templates, document automation, collaboration tools, and keyboard shortcuts to enhance productivity. Participants will gain practical skills to create well-structured, professional documents with ease.

- **Graphic visualization with MS Excel**

In an age where data speaks volumes, the ability to create clear and compelling charts is a crucial skill. This webinar will guide you through the technical details of chart building, explore the typology of charts and their best use cases, and delve into the best practices to help you design visuals that truly resonate. Whether you're presenting to a team or analyzing trends, this class will empower you to transform data into insightful and impactful visual stories.

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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You do not need to send us your Voucher for a separate signature since the presigned certification on the left can be attached to your voucher in lieu of sending it to us for a signature. This form has been determined by DLGS to meet the requirements of the statutes for this type of expenditure.



Michael F. Conti, Program Coordinator