



County Road Association
OF MICHIGAN

Advanced Microsoft Excel® training!

Tuesday, April 16, 2019 | 8:30 a.m. – 3:30 p.m.

Treetops Resort | 3962 Wilkinson Rd., Gaylord



AGENDA

8:30 a.m.....	Registration and breakfast
9-9:15 a.m.	Tips and tricks
9:15-10:15 a.m.	Pivot tables: Part I
10:15-10:30 a.m.	Break
10:30 a.m.-12:15 p.m.	Pivot tables: Part II
12:15-12:45 p.m.	Lunch
12:45-2:15 p.m.	Advanced Excel® functions
2:15-2:30 p.m.	Break
2:30-3:30 p.m.	Charts

The way you present and analyze data and numbers is vitally important to a county road agency’s success.

One of the key tools in the Finance & Human Resources department is Excel®, which has many functions most of us don’t fully grasp that could be very helpful in stating your case.

Grab your laptop and go back to school for this one-day, hands-on training program on advanced Excel® applications including pivot tables, charts and more. Professional corporate trainer Kim Novak will teach how to use Excel® to:

- ▶ Explore basic database functions;
- ▶ Create custom charts; and
- ▶ Create and manage pivot tables and charts.

Presenter: Kim Novak, KN Corporate Services



Kim Novak cofounded KN Corporate Services, a computer training and database consulting company to help organizations develop small- and large-scale solutions for managing information. Kim has over 20 years of experience in corporate training and database development. Her clients include The University of Michigan, Eastern Michigan University, Washtenaw County and the National Kidney Foundation of Michigan.



Advanced Microsoft Excel® training! *(includes breakfast and lunch): \$169*

NOTE: Attendance is limited to 25 participants to ensure individual attention. Register now!

Register online! micountyroads.org/events/ExcelTraining

To reserve a room at the Treetops Resort - Gaylord, call (989) 732-0711.

For more information contact:

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