Create Greater Efficiency & Heighten Productivity

Excel is an excellent tool for speeding up efficiency, allowing your team to be more productive by streamlining their day-to-day work, so you can provide better customer service.

Customize online or onsite instructor-led trainings to best suit your team's current Excel experience, all delivered by Microsoft Certified Trainers.

There are three levels of training available:

PART 1: Getting Started with Excel

Duration: 8-hours
Provide your staff with the foundational Microsoft Office Excel 2019 skills necessary to create and work with spreadsheets.

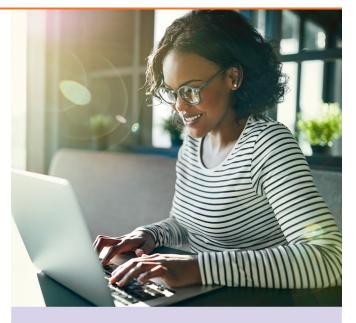## PART 2: Working with Excel

Duration: 8-hours
Designed for your employees who already have basic Excel 2019 skills but would benefit from using Excel's higher-level functionality to analyze and present data.

PART 3: Advanced Excel Training

Duration: 8-hours
Allow your experienced Excel 2019 team members to take your data to the next level by learning to use more advanced Excel features like pivot tables and conditional formatting.

Connect with your Outreach Specialist today to see how you can help maximize your team's effectiveness.

"My staff thought the courses were simple and straightforward, and short and engaging enough without feeling too much like a test or task."

— KP Manager

CONTACT YOUR OUTREACH SPECIALIST AND GET STARTED

manager.bhmt.org/outreach-specialists

SCAN ME

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