

Enroll
HERE!

Making Friends with Excel: Your Fast & Easy Guide to Navigating Spreadsheets

This 90-minute workshop is designed to provide participants with the opportunity to practice hands-on exercises to reinforce learning and demonstrate understanding of Excel features. This interactive workshop will cover key features designed to help organize your data, filter it to make it more useful, suppress data you don't want to share, and protect cells on your worksheets from accidental changes. Participants who work in Excel should be able to put this learning to use immediately. Our objectives include:

- Create dropdown menus and data validation features to streamline data entry and ensure consistency and accuracy across spreadsheets.
- Organize data using filtering features and leverage key functions such as SUM and SUBTOTAL to include or exclude hidden rows.
- Protect data in spreadsheets by locking specific cells within a spreadsheet to prevent unintended changes and maintain data integrity.
- Understand options for using advanced Excel formulas and functions for data suppression across spreadsheets, ensuring compliance with privacy regulations and confidentiality requirements.
- See how AI can assist in providing recommendations for formulas.
- Leverage additional facilitator resources to reinforce learning.

- **Date/Time:**

2/21/25

9:00 am - 10:30 am

- **Cost:** No Cost

- **Location:** Zoom



Stacy Maloney

Stacy Maloney, founder and CEO of Elevate 11 Consulting, is a retail management and business transformation expert with over 20 years of experience leading teams and driving business results. She partners with clients to develop practical solutions, streamline processes, and foster change through empathy and strategic learning initiatives. Drawing on her roles as advisor, coach, and facilitator, Stacy helps organizations craft narratives and strategies that inspire transformation. She holds a BA in Communication Studies and Political Science from the University of Montana and an MBA from the University of Wyoming. Based between Lewistown and Missoula, Montana, Stacy enjoys outdoor activities like hiking, skiing, and paddleboarding with her husband and their dog, Yogi.

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