



Notes:

This class is designed for individuals with accounting and/or bookkeeping experience or education, and that have used Excel basics before, but that are ready to advance their Excel ability to the next level.

*Participants must 1) bring a Windows laptop and 2) have Excel version 2013 or 2016 or 2019 (Windows ONLY – no Mac versions).*

**Topics that will be covered include:**

- Data tables (sorting, filtering, etc)
- Formulas (X-Lookup, V-Lookup, Sumifs, Countifs)
- Conditional formatting
- Pivot Tables
- Goal Seek
- General Tips & Tricks

CE Credit for CPAs: 4 Hours

Prerequisites: None

*Leveling Up Your*  
**Excel**  
**SKILLS**

TIME: 8:30AM - 12 NOON

DATE: THURSDAY, FEB 6TH, 2020

LOCATION: TRAINING CENTER  
901 NE LOOP 410, STE 425

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**ONLY \$175**

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*RSVP online at*  
***[www.mgrar.com/classes](http://www.mgrar.com/classes)***

Questions? Call 210-826-8000 or email [info@mgrar.com](mailto:info@mgrar.com)

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