

Lunch & Learn Technology Training Program

March 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
				<u>Setting up a Spreadsheet</u> 12:00pm
4	5	6	7	8
<u>Creating a Table</u> 12:00pm		<u>Filtering</u> 12:00pm		<u>Conditional Formatting</u> 12:00pm
11	12	13	14	15
<u>Creating a Chart</u> 12:00pm		<u>Basic Calculations</u> 12:00pm		<u>Viewing Spreadsheets & Workbooks</u> 12:00pm
18	19	20	21	22
<u>Math Functions</u> (<u>rand</u> , <u>rand between</u> , <u>subtotal</u> , <u>SUMIF</u>) 12:00pm		<u>Text Functions</u> (<u>concatenate</u> , <u>exact</u> , <u>len</u> , <u>proper</u> , <u>left</u> , <u>right</u>) 12:00pm		<u>Tricks to working with Functions</u> 12:00pm
25	26	27	28	29
<u>LookUp Function & Pivot Table</u> 12:00pm		<u>Protecting Spreadsheets</u> 12:00pm		<u>Macros</u> 12:00pm