Administrative Services Workshop

Who Should Attend: Front line personnel, receptionists, cashiers and administrative assistants.

Date and Time: May 9-10, 2023 • Theater 1 at the Ramkota Hotel • Pierre, S.D. The workshop will begin at 1 p.m. on May 9, with registration at 12:30 p.m., and conclude by noon on May 10.

Registration: Register online at www.sdrea.coop under For Members/Events & Trainings. **Registration deadline is April 25.**

Room Reservations: Contact the Ramkota Hotel at 605-224-6877 or the Clubhouse Hotel & Suites at 605-494-2582 and ask for the SDREA Administrative Services room block. Room rate at the Ramkota is $94 plus tax, and room rate at the Clubhouse is $128 plus tax. **Cut-off date is April 9.**

Tuesday, May 9

1 p.m.	**Foundational Excel Concepts**
2 p.m.	**Excel Functions** – Simple math, date functions
2:50 p.m.	**Break**
3 p.m.	**Advanced Excel Functions** – VLOOKUP and IF
4 p.m.	**Pivot Tables and Charting**
5 p.m.	**Recess**

Wednesday, May 10

8:00 a.m.	**Outlook Inbox Management**
9 a.m.	**Outlook Calendaring and Task Management**
9:45 a.m.	**Break**
10 a.m.	**Understanding Microsoft 365 Collaboration Tools**
11 a.m.	**Managing Teams and Projects with Microsoft 365**
Noon	**Adjourn**

Please bring a laptop, if possible.

Instructor: Andy Lanning has worked extensively with Microsoft Office products since the early-1990s. She's traveled the United States presenting at conferences and classes to help attendees unlock the full potential of the most common office software programs faced daily in our lives. Andy's been training local Boise individuals and groups since 1995. She has taught computer VoTech classes at both Boise State University and the College of Western Idaho and is the owner of a computer consulting business. She is a Certified Microsoft Office Specialist and trains most Microsoft programs. With 30+ years' experience in the computer industry, Andy focuses every class on using software to solve common workflow issues. Be prepared to learn more than you bargained for in her class. Andy always teaches the 5 Super Secrets to computers and believes firmly in efficiency training.

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This course is part of the SDREA Education Package A. If you did not purchase Package A, then the fee is $650 plus tax per participant.