



INDEPENDENCE CHAPTER

Association of Legal Administrators

Educational Event

DATE: Monday, November 16, 2020

LOCATION: Virtual Training via Go To Meeting
*Details will be emailed to all registrants prior to the meeting. Please log in **10 minutes early** for the training so that we may start on time.*

TIME: 8:00 AM – 9:30 AM

Microsoft Excel For Beginners

Program presented by:
KIMBERLY ENNIS
PC Communications

Kimberly Ennis, President of PC Communications 1 LLC, will present **Intermediate Excel Workshop** for the ALA-Independence Chapter members and guests. Kim has been in the computer training field for 40+ years and she specializes in the area of law firm application training. In this Excel workshop, she will cover the following for participants to learn or refresh basic Excel skills:

Basic Formulas: Sum, Average, etc.	Conditional Formatting
Create Automatic Subtotals	Freezing and hiding columns/rows
Inserting Text-Charts	Grouping Feature
Modifying Charts	Using multiple tabs
Create Charts	Print settings/setting print field

Kim's special knowledge of law firm needs, and her unique training style, will make this class fun and informative.

Our sponsor for this event is:



👤 Chris Schalleur
☎ 215-256-7901
✉ chris@christoit.com
🌐 www.christoit.com/

~**GUESTS ARE WELCOME**~ Please RSVP on or before **November 11, 2020** at our website [CLICK HERE](#). If you have questions, please call Joanne DiFrancesco at (610) 275-0700. Checks should be made payable to "ALA-Independence Chapter" and mailed to Lisa Blair, c/o Burns White LLC, 100 Four Falls Corporate Center #515, Conshohocken, PA 19428

In support of "green" initiatives, this invitation will not be sent by U.S. mail.