



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: 12:00 Noon – 1:30 PM

Microsoft Excel – Taking Your Skills to the Next Level 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 both Excel workshops, she will cover the following for participants with basic Excel skills who want to take them to the next level:*

- **Working with Intermediate Formulas**
- **Sorting Data**
- **Working with Macros**
- **Data Validation**
- **Removal of Duplicates**
- **What If Analysis: Goal Seek, Scenario Manager, Data Tables**
- **Forecast Sheets**
- **How to Create and Modify Pivot Tables**

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.