

Computer Skills Lab

June 12, 2024 | Holiday Inn South, Eau Claire

INSTRUCTOR

Neil Malek, Knack Training

PROGRAM

Registration: 8:30 a.m.

Program: 9 a.m.–4 p.m.

REGISTRATION

Co-ops participating in the pre-payment plan: 1½ [Skill Builder Credits](#) per participant

Register online at:

http://www.weca.coop/calendar_list.asp

REGISTRATION DEADLINE

Friday, May 31

PROGRAM LOCATION

Holiday Inn South

4751 Owen Ayres Court

Eau Claire, Wisconsin

Phone: (715) 830-9889

ROOM BLOCK

Room Block Name: Wisconsin Electric Cooperative Association

Room Block Rate: \$123.95+ tax/night for single or \$118.95+ tax/night for double

Room Block Expires: Friday, May 10

Rooms may be available under the room block after the cut-off date only if the hotel has rooms available. Contact the hotel directly to book rooms after the deadline date above.

FOR MORE INFORMATION

Contact Wendy Fassbind at (608) 467-4589 or wendy@weca.coop

File Triage: Working Smarter, Not Harder in Word, Excel, or PowerPoint

If you've ever spent hours—or perhaps days—'cleaning up' a document, spreadsheet, or presentation, this session is intended for you. There are incredible tools, tricks, and shortcuts in each of the major Office applications that can resolve complex problems in seconds, if you only know how to use them. In this session, we'll handle formatting, layout, and even the dreaded 'dirty data.'

Topics include:

- Using Styles and Style Sets to control Word formatting
- Leveraging Section Breaks for document layout issues
- Creating macros in Word to automate clean-up
- Tackling problematic data with Flash Fill
- Crushing exhausting requests with Power Query
- Using Tables for automatic updating of data analysis
- Controlling presentations with Slide Masters and Slide Layouts
- Implementing a standard color scheme across the Office Suite
- Converting exhaustive lists into engaging graphics

Understanding Microsoft 365: An Overview of Teams, SharePoint, and OneDrive

In the modern environment, Microsoft has introduced a full cloud suite called Microsoft 365 to match our daily productivity needs. The first step is to understand how this suite was designed, and which applications should be used for specific scenarios. In this session, we help you understand how to leverage Microsoft 365 effectively.

Topics include:

- Understanding and creating Microsoft 365 Groups
- Defining the use cases for Teams, SharePoint, and OneDrive
- Leveraging the partnership between Teams, SharePoint, and OneDrive
- Creating and integrating additional collaborative tools

NOTE: This is an in-person, hands-on computer skills class. **There is a limit of 25 attendees.** Register early!

Due to the class-size limit, we are asking to limit to 2 persons per co-op initially. If we have space available in mid-May, we will open it up to everyone (no limits per co-op). If we fill this up quickly, we will look to offer this program again in the future.

Thank you to our program sponsor!



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6405 Century Avenue, Suite 102
Middleton, WI 53562-2200
Phone: (608) 467-4589
Fax: (608) 467-4651
www.weca.coop