GWg Solutions
MSOffice© Classes

GroundWork group Solutions offers MSOffice© classes to help nonprofit staff understand and use technology more effectively to further their mission.

Excel Level I
Learn how to quickly enter and edit data, create simple formulas and functions, format data, format worksheets, and work with tables.

Excel: Working with Data (Level II)
Conditional Formatting, Data Tools, and Charting
Learn how to apply conditional formatting; use Data Tools including sort and filter, flash fill, remove duplicates, text to columns, consolidate, validate, what-if analysis, and subtotal; and insert and format charts.

Excel Pivot Tables and Pivot Charts (Level II)
Learn how to summarize, analyze, and present data with pivot tables and pivot charts.

Excel Formulas and Functions (Level II)
Learn how to create Link and 3D formulas, use relative and absolute references and ranges in formulas, and work with COUNT, DATE/TIME, CONCAT and TEXT functions.

Excel Formulas and Functions (Level III)
Learn how to create advanced formulas and functions including logical, statistical, math and lookup functions.

Word Tables and Online Forms
Learn about the many table options available in Word. Format rows and columns, split and merge cells, apply formatting, sort data and insert formulas. In addition, use tables to create interesting page layouts and online forms with content controls, including check boxes, date pickers, and drop-down lists.

Word Tracking Changes, Working with Longer Documents, Sharing Data, and Mail Merges
Learn how to use track changes tools to review documents; create Page Numbers, Headers and Footers, a Table of Contents and work in Outline view in longer documents. Share data between Word, Excel and PowerPoint. In addition, use Word's mail merge feature for letters, labels and emails.

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MS365 Online Applications: Outlook, To Do, and OneNote.
Learn how to manage emails and calendars in Outlook, use To Do to create tasks and to-do lists, and create digital notebooks for events and projects with OneNote.

MS365 Online Applications: Planning, Connecting and Collaborating with Planner, List, and Forms
Learn how to use the Planner, List, and Forms applications that are specifically designed for planning, connecting and collaborating.

File Management and Sharing: OneDrive and Teams
Learn how to use OneDrive and Teams for file management and file sharing. Topics include how to create, upload, download, edit, collaborate, and access previous versions of files.

Outlook: Beyond the Basics
Learn how to use Outlook to schedule calendar appointments and meetings and share calendars; create, update and manage tasks with To Do; and use advanced email organization features, such as Quick Steps, Rules, QuickParts and Templates.

Getting Started with Sway
Learn how to use the MS365 story-telling app Sway to create slideshows and newsletters using text, images, and media. You will learn how to use Sway templates to quickly get started in designing effective presentations.

PowerPoint: Creating Engaging Presentations
In PowerPoint, learn how to quickly add slides to a presentation using the duplicate and reuse slides features. Use Slide Masters to add content to all presentation slides (for example, a company logo). In addition, add interest and impact to your presentations using charts, SmartArt, images, audio, video and animation.