



LIVE SEMINAR

Microsoft® Excel® Automation and Power Queries



THIS SEMINAR AT A GLANCE:

- Automate repetitive steps without coding.
- Improve reliability of data.
- Reduce time and effort required for repetitive steps.
- Focus on the data and not the data cleanup.
- Allow less experienced team members to complete complex functions.
- Trigger activities automatically.
- Create complex functions without coding.

Microsoft Excel Automation and Power Queries

S E M I N A R S U M M A R Y

Learn techniques to improve efficiencies and automate tedious tasks

This seminar provides solutions using Microsoft 365 Business Standard, Microsoft 365 Premium or Microsoft 365 Education online and desktop. Microsoft 365 Basic does not have all of the applications needed to perform some of the functions.

According to Business Money, automation of business processes can save your organization money, increase productivity and efficiency of employees and improve overall job satisfaction.

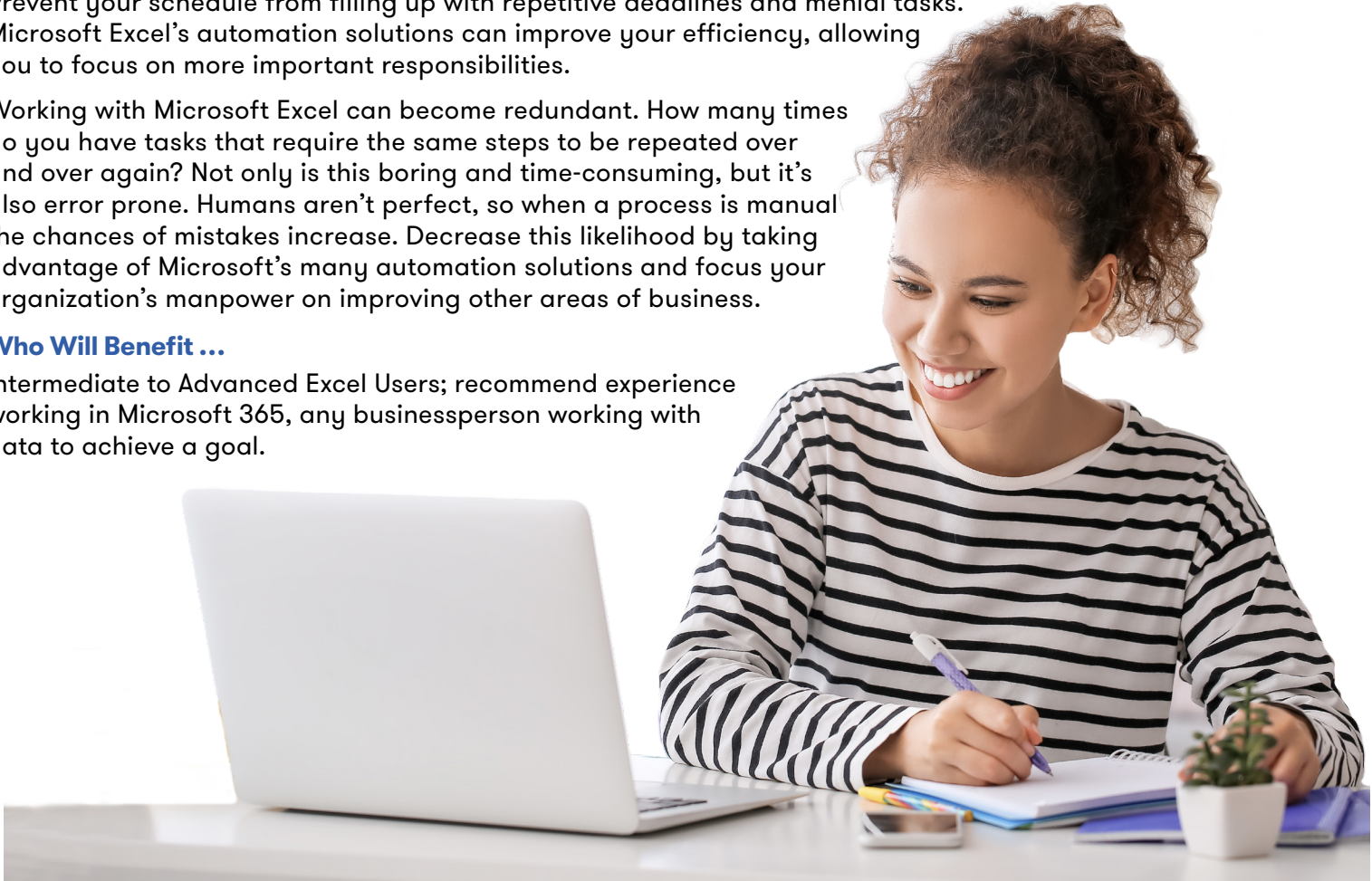
Prevent your schedule from filling up with repetitive deadlines and menial tasks.

Microsoft Excel's automation solutions can improve your efficiency, allowing you to focus on more important responsibilities.

Working with Microsoft Excel can become redundant. How many times do you have tasks that require the same steps to be repeated over and over again? Not only is this boring and time-consuming, but it's also error prone. Humans aren't perfect, so when a process is manual the chances of mistakes increase. Decrease this likelihood by taking advantage of Microsoft's many automation solutions and focus your organization's manpower on improving other areas of business.

Who Will Benefit ...

Intermediate to Advanced Excel Users; recommend experience working in Microsoft 365, any businessperson working with data to achieve a goal.



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