

Association of Public Treasurers of the United States and Canada

## MIND EDGE-EXCEL COMPUTER APPLICATIONS

Whether you are a novice looking to navigate the basics or a seasoned professional aiming to refine your skills or looking to unlock the insider secrets and time-saving trick, Mind Edge Excel classes are designed to empower you every step of the way.



XIS



Advanced skills and features available in Excel, which may be useful in data analysis. These skills include style templates, conditional formatting, data validation, data manipulation, and pivot tables.

## **Excel Basics-**

Focuses on mastering the fundamental tasks performed in Excel, including data entry, basic formula calculations, and formatting and style operations.

## **Excel Tips and Tricks-**

25 of the most popular Excel tip and tricks for both novice and advanced Excel users. Time-saving techniques to boost efficiency, increase productivity and workflow, and improve and advance your skills.



<u>Classes are priced affordably at just \$79, with an exclusive</u> 10% discount for all APT members!

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