



Brain-Snack Classes

Interactive Webinar Sessions

You don't want to miss these sessions from Neal Otto; past students say amazing things about him. Neal is full of time-saving tips. Join us for these webinars and rule the office with your efficiency tricks.

**THE PRICES LISTED REFLECT A \$20 DISCOUNT PER CLASS
EXTENDED TO BCMA-WISCONSIN MEMBERS**

Testimonials from Students:

♦“Probably the best webinar I’ve ever attended. The speaker was enthusiastic, and it was clear that he knew his stuff! He kept the audience engaged, questions, and was definitely prepared.”

♦“Such an excellent teacher, I’m looking forward to future classes he leads.”

♦“Great class, the instructor was fantastic, well-spoken and engaging. I would recommend and would take another class by this instructor.”

♦“Neal is a fantastic instructor! He really kept my attention and taught me things about Excel that I truly thought I already knew!”

NEAL E. OTTO, *Jumpstart Computer Training Inc, founder and primary trainer, Neal, is a lifelong educator and learner with more than 29 years of instruction experience, with a focus on technology since 1996. Neal is known for his broad knowledge of an extensive array of software and his ability to connect with students of all abilities and styles*



For more information & to register, contact:
THE BUSINESS CREDIT MANAGEMENT
ASSOCIATION
Wisconsin Credit Association
PO Box 510157 | New Berlin WI 53151
Phone: 888.546.2880 or 262.827.2880
Fax: 262.827.2899
www.wccredit.org

Excel Essentials (Same Class Offered on Two Dates)

Wed 6/24/2020 | 11:00 AM – 2:30 PM CDT | \$135.00

Tue 6/30/2020 | 9:00 AM – 12:30 CDT | \$135.00

In this course, students learn required foundation skills to work in Excel. These topics include terminology, the uses of Excel, entering and manipulating data, managing the spreadsheet layout, cell formats, tabs and how to set up a sheet for printing.

Upon successful completion of this course, students will be able to:

- Understand Excel basic uses and terminology
- Efficiently enter and manipulate data
- Manage spreadsheet layout, cell formats, tabs
- Set up a sheet for printing

Outlook – Simplify and Save Time (Same Class Offered on Two Dates)

Thu 6/25/2020 | 9:00 AM – 12:30 PM CDT | \$135.00

Thu 9/03/2020 | 11:00 AM – 2:30 PM CDT | \$135.00

Students move from using Outlook as a workhorse to riding it like a racehorse. Students discover hidden efficiency tools, understand best practices and how to use Outlook in a simple yet strategic way.

On completion of this course, students will be able to:

- Process Outlook information in bulk
- Better organize Outlook information for more efficient retrieval
- Automate routine Outlook tasks

Office 365 Essentials

Tue 6/30/2020 | 1:00 – 2:30 PM CDT | \$80.00

In this course, students will explore and use Office 365.

Upon successful completion of this course, students will be able to:

- Login and navigate the O365 website
- Use essential apps
- Use co-authoring tools
- Save data to OneDrive
- Access data on OneDrive
- Share data from OneDrive
- View a SharePoint site
- Search for data

Excel Calculations and Charts Introduction (Same Class Offered on Two Dates)

Wed 7/1/2020 | 9:00 AM – 12:30 PM CDT | \$135.00

Thu 7/9/2020 | 11:00 AM – 2:30 PM CDT | \$135.00

In this course, students are introduced to the fundamentals of using Excel to perform calculations and create charts. They will learn the advantages of using Excel to perform calculations, different methods to perform calculations, how to display and read existing formulas, and create dynamic charts for effective visual data presentation.

Upon successful completion, students will be able to:

- Understand advantages of using Excel to perform calculations
 - Use different methods to perform calculations using numbers, dates, times
 - Display and read existing formulas
 - Create dynamic charts for effective visual data presentation
-

Microsoft Project for Construction Professionals

Tue 7/7/2020 | 9:00 AM – 12:30 PM & Wed 7/8/2020 – 9:00 AM – 12:30 PM CDT | \$305.00 for Both Classes

This course is designed for construction professionals with a strong understanding of the Microsoft Office Suite who want to use Microsoft Project to manage projects. This course is geared towards the Microsoft Project features used in construction. Specifically, this course is for General Contractors. This course occurs on two successive days. Each session is 3.5 hours long.

Upon successful completion of this course, students will be able to:

- Understand the uses of Microsoft Project
 - Utilize timesaving techniques
 - Create and manage a project plan
 - Assign resources
 - Output information in a variety of ways
-

Excel Database/List Management (Same Class Offered on Two Dates)

Thu 7/23/2020 | 9:00 AM – 12:30 PM CDT | \$135.00

Thu 7/30/2020 | 11:00 AM – 2:30 PM CDT | \$135.00

In this course, students learn the power of Excel as a database. Topics include understanding what Excel requires in the setup of a database, database terminology, how to sort and filter records, setting the data up in an easily managed, good looking table, outlining and doing data subtotals, the power of Pivot Tables and Pivot Charts and more.

Upon successful completion, students will be able to:

- Understand the requirements of a good Excel database setup
 - Sort, filter and organize data efficiently in several visually comprehensive ways
 - Work with Pivot Tables and Pivot Charts
-

Excel Get and Transform (PowerQuery)

Tue 8/11/2020 | 9:00 AM – 12:30 PM CDT | \$135.00

This course is for experienced Excel users who spend too much time manipulating data into the right format before they even begin to analyze it month after month or week after week or day after day. Get and Transform (AKA, Power Query) can perform repetitive data cleansing such as deleting row and columns, merging data from various data sources and fixing layout issues without macros or VBA.

Once Get and Transform is set up, simply click the Refresh button. You'll save hours. Data source examples used in this class include Excel, CSV and text but the concepts taught can be applied to many different sources.

Upon successful completion of this course, students will be able to:

- Create query connections to a variety of data sources
- Cleanse data for use in an Excel PivotTable
- Consolidate data from multiple datasets

OneNote Essentials

Wed 8/12/2020 | 9:00 AM – 12:30 PM CDT | \$135.00

OneNote is one of Microsoft's best kept secrets, and one of its most useful programs. In this course, students learn how OneNote can be used to organize and share information for task management and historical purposes.

Upon successful completion of this course, students will be able to:

- Understand different uses of OneNote
- Create and customize a OneNote notebook
- Search OneNote for a variety of types of information
- Tag content for follow-up
- Share a notebook with other collaborators
- Work with a variety of different types of content

Excel Conditional Formatting Amplified

Thur 8/27/2020 | 10:00 AM – 11:30 AM CDT | \$80.00

This deep dive into Excel's Conditional Formatting starts with the essentials of Conditional Formatting and then takes off quickly. Students learn to make interesting data stand out using colors, icons or data bars.

Upon successful completion, students will be able to:

- Apply basic conditional formatting
- Format rows/columns based on single/multiple cell values
- Format based on a dynamic date
- Determine duplicate items
- Use the AND/OR functions in formatting
- Understand and apply icon, three/four scale and data bar conditional formatting

Brain-Snack Registration –Return to BCMA or Register Online: <https://wcacredit.org/webinar-seminar-registration/>

Name _____ Phone _____

Company _____

Address _____ City _____ ST _____ Zip _____

Email for Class Confirmation & Access Instructions _____

Check Class(s) You Are Registering For:

<input type="checkbox"/> Excel Essentials	6/24/2020	\$135.00
<input type="checkbox"/> Excel Essentials	6/30/2020	\$135.00
<input type="checkbox"/> Outlook – Simplify & Save Time	6/25/2020	\$135.00
<input type="checkbox"/> Outlook – Simplify & Save Time	9/03/2020	\$135.00
<input type="checkbox"/> Office 365 Essentials	6/30/2020	\$ 80.00
<input type="checkbox"/> Excel Calculations and Charts Introduction	7/01/2020	\$135.00
<input type="checkbox"/> Excel Calculations and Charts Introduction	7/09/2020	\$135.00
<input type="checkbox"/> Microsoft Project for Construction Pros	7/07/2020 & 7/08/2020	\$305.00 (2 Classes)
<input type="checkbox"/> Excel Database/List Management	7/23/2020	\$135.00
<input type="checkbox"/> Excel Database/List Management	7/30/2020	\$135.00
<input type="checkbox"/> Excel Get and Transform (PowerQuery)	8/11/2020	\$135.00
<input type="checkbox"/> OneNote Essentials	8/12/2020	\$135.00
<input type="checkbox"/> Excel Conditional Formatting Amplified	8/27/2020	\$ 80.00

Total Investment \$ _____

No credit allowed for no-shows. Credit will be allowed for cancellations in writing received no less than 7 days before the start of class.

Method of Payment:

- Check Enclosed
- Credit Card | Call BCMA-to Provide Credit Card Information, 888.546.2880
- Send Invoice | BCMA-WI Members Only

Return registration to diannar@wcacredit.org or
Fax to 262.827.2899 or mail to:
BMCA-Wisconsin
PO Box 510157
New Berlin WI 53151-0157