



MICROSOFT® **Excel**®

Advanced Excel Seminar For Property Managers

February 15, 2018

9:00 a.m. - 12:00 noon

**7900 Westpark Drive
Atrium Level
Tysons Corner
McLean, VA 22102**

Being proficient in Excel is a requirement in today's workplace. Want to raise your Excel skills to the next level? This seminar will prepare you, especially as real estate managers (and others), to create spreadsheets that are meaningful and that you're proud to share with your co-workers. Join us at this half-day seminar designed for anyone who knows the basics but wants to learn more. This seminar is for you if you want to:

\$100 per person

**10% Discount for group of 5+
20% Discount for group of 10+**

- Build advanced Excel formulas
- Create and utilize pivot tables
- Use Excel functions to analyze large data sets
- Add conditional formatting
- Understand basic modeling

Our facilitator is Eric Duncan from Washington *REIT. Don't miss this chance to learn from an expert—you won't regret it! Space is limited so sign up today!

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Payment and Cancellation Policy

Payment must be received prior to the seminar. In order to receive a refund, cancellations must be received at least three (3) business days prior to the seminar date. Substitutions are allowed up until the day of the seminar.



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