



November 2018

Pivot Table & Dashboard Workshop

This 1-day course covers Pivot Tables, Charts and Dashboards. In the course you will learn how to manipulate data, bring data in from various sources and analyze data using Pivot Tables, Pivot Charts and creating Dashboards.

Analyzing Data with Power BI

This 2-day course covers one of the most popular products for analyzing data. This course focuses on having a good understanding of Data Analysis.

Power Pivot, View, Maps & Query

This 2-day workshop covers PowerPivot topics starting from Basic concepts and moving on up to complex data models.

Excel Functions & Formula's Workshop

This 1-day workshop focuses on formulas. From the creation of basic formulas to advanced functions covering the eight categories of the Function Library.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Adobe Acrobat XI Pro Introductory Data Analysis with Pivot Tables Excel Intermediate	2 One Note OrgPlus Fundamentals Excel Advanced	3
4	5 Excel Introductory SharePoint Designer Word Introductory	6 Excel Intermediate SharePoint Site User Word Intermediate	7 Excel Advanced PowerPoint Introductory Word Advanced	8 Day 1 Power BI PowerPoint Advanced Formulas and Functions	9 Day 2 Power BI OrgPlus Advanced Topics Working Smart with Outlook	10
11 Remembrance Day	12 SharePoint Site User Formulas and Functions Pivot Table Workshop	13 Access Introductory Excel Introductory PowerPoint Introductory	14 Access Intermediate Excel Intermediate PowerPoint Advanced	15 Access Advanced Excel Advanced OneNote	16 Formulas and Functions SharePoint Site User Working Smart with Outlook	17
18	19 Day 1 SharePoint Site Owners Project Introductory Excel Introductory	20 Day 2 SharePoint Site Owners Project Advanced Excel Intermediate	21 Day 1 SharePoint Site Owners Advanced Outlook Introductory Excel Advanced	22 Day 2 SharePoint Site Owners Advanced Outlook Advanced Day 1 Power BI	23 Formulas and Functions OneNote Day 2 Power BI	24
25	26 Adobe Illustrator Introductory Day 1 Excel Power Pivot,Query, Maps PowerPoint Intro	27 Adobe Illustrator Advanced Day 1 Excel Power Pivot,Query, Maps PowerPoint Advanced	28 Day 1 SharePoint Site Owners Excel Introductory Visio Introductory	29 Day 2 SharePoint Site Owners Excel Intermediate Visio Advanced	30 SharePoint Site User Excel Advanced Working Smart with Outlook	
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All courses include course materials and quick reference cards. Promaxis' facility has ample free parking, a lunch room which includes a full kitchen. We also provide snacks and drinks at no additional charge. Promaxis is a Learning Supply Arrangement Holder with PWGSC SA/SO E60ZH-1700LS. Group Pricing Available