



# ABORIGINAL STRATEGIES LIMITED PARTNERSHIP

710-294 Portage Ave  
Winnipeg, MB R3C 0B9  
Phone 1-800-761-7110  
Fax 204-949-0564  
www.asilp.com

## Microsoft Excel (Advanced) August 14 & 15, 2018

- Toolbars / Ribbon / Quick Access Toolbar
- Advanced Formulas
  - IF and Nested IF Statements
  - Conditional Formatting
  - Date and Time functions
  - Super Formulas
  - Math Functions
  - Troubleshooting Common Errors
  - Other Advanced Formulas
- Working with External Data, including Copying Data, Outlines, Linking to External Sources, etc.
- Introductory Macros (VBA)
- Printing Options
- Charting Options
- Keyboard Shortcuts

Registration  
Deadline is  
August 7

See website for the  
cancellation policy

### Who should attend?

This session is geared to First Nation staff who have used Microsoft Excel and are looking for more dynamic ways to use the program.

### Register Today!

**Please register early – these workshops tend to fill up fast. Space is limited to 30 persons.**

The cost of this workshop is:

**\$895.00** – Advanced Excel

(Prices include GST)

Lunch and refreshments are included.

**Location:** ASI's Training Facility  
7th Floor, 294 Portage Avenue, Winnipeg

**Date:** August 14 & 15, 2018

**Time:** 9:30 am to 4:00 pm

**Payment required for registration. Please see website for registration policy.** A separate registration form is required for each participant. If you have any questions about these workshops please give us a call.

## Other courses

All workshops can be customized to your requirements.

(Please contact us for availability and pricing):

Adagio Ledger

Adagio Payables

PayDirt Payroll

Microsoft Office

Accounting Concepts

Audit Preparation

Computer Training

First Nation Governance

Human Resources

Office Procedures

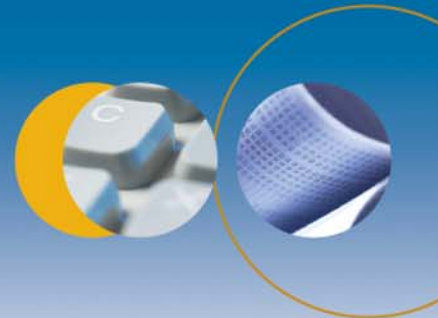
See our website for more details

[www.asilp.com](http://www.asilp.com)



**Microsoft**  
CERTIFIED  
Trainer

## Upcoming Training



### Adagio Ledger & Payables

Two day hands on workshop that will strengthen your knowledge in Adagio Ledger and Payables, providing you with many effective tools in managing your company's financial information.

- Advanced Level - **August 28 & 29, 2018**
- Introductory Level – **October 16 & 17, 2018**
- Intermediate Level - **December 5 & 6, 2018**

### PayDirt Payroll

Single day hands on workshop that will enhance your knowledge of the payroll rules, how to set up and apply these rules, and process payroll efficiently in the PayDirt Payroll software.

- Advanced Level – **August 30, 2018**
- Introductory Level – **October 18, 2018**
- Intermediate Level – **December 7, 2018**

### Human Resources: HR Leadership Fundamentals #2

Part two of a two part series on Leader Fundamentals. This two day training session looks at ways to coach and improve employee relations and productivity. You will also gain tools to manage conflict productively. **September 5 & 6, 2018**

### Accounting Concepts

Two day training session reviewing basic accounting principles, and an introduction to the accounting cycle. **September 18 & 19, 2018**

## Registration Form: *(one per person)*

- I wish to attend the August 14 & 15, 2018 Advanced Microsoft Excel Workshop • \$895 *(price includes GST)*

Your Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Community: \_\_\_\_\_

Department to be billed: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

- Please send me emails with information about upcoming ASI workshops & events

Completed forms can be faxed or emailed:

Fax # 204-949-0564

Email: [training@18007617110.com](mailto:training@18007617110.com)

**Registration Deadline: August 7, 2018**