WPCCA
WESTERN PAINTING & COATINGS
CONTRACTORS ASSOCIATION

EXCEL BASICS
COURSE

FRIDAY, MARCH 6
11:00 AM- 1:00 PM PST
VIA ZOOM

Join us for our annual Excel training with Microsoft Master Instructor Rob Mendell. Excel Basics covers essential formulas, efficient workbook setup, error troubleshooting, and time-saving features in a hands-on format—perfect for beginners and experienced users looking to sharpen their skills and pick up new tips and tricks.

LEARNING OBJECTIVES

- ✓ Build a clean workbook structure (data, labels, formulas)
- ✓ Write and copy essential formulas (SUM, AVERAGE, MIN/MAX)
- ✓ Use relative/absolute references correctly with the fill handle
- ✓ Troubleshoot common Excel errors
- ✓ Apply time-savers like Quick Access Toolbar shortcuts and Flash Fill

To RSVP, please email Rowanne Khafagy at rkhafagy@thewpcca.com