



AFOA MANITOBA

Building a Community of Professionals

“Using Microsoft Excel at Work” Workshop

June 4 and June 5, 2025

**Victoria Inn Hotel & Convention Centre
1808 Wellington Avenue
Winnipeg, Manitoba**

Workshop Learning Objectives

Upon completion of this workshop, participants will be able to:

Objective 1 - Basics: Learn to navigate the Excel program, create and format worksheets and workbooks, enter and edit data.

Objective 2 - Formulas and Functions: Discover the power of formulas and functions for calculations, data manipulation and analysis.

Objective 3 - Data Visualization: Create charts, graphs, and other visual representations to effectively communicate data insights.

Objective 4 - Advanced Techniques: Explore advanced features like PivotTables, data validation, and data analysis tools.

Objective 5 - Leave with meaningful templates for budgeting, financial reporting and analysis, reporting resources and spreadsheets to take back and use at work.

Using Microsoft Excel at Work Workshop Agenda June 4, 2025

Time	Session
8:00 a.m. – 9:00 a.m.	Registration and Hot Breakfast
9:00 a.m. – 9:05 a.m.	Opening Prayer, Welcome and Introductions
9:05 a.m. – 10:05 a.m.	Introduction to Excel: Overview of the Excel key features
10:05 a.m. – 10:20 a.m.	Health Break
10:20 a.m. – 11:10 a.m.	Worksheet and Workbook Management: Creating, deleting, renaming, and organizing worksheets and workbooks
11:10 a.m. – 12:00 p.m.	Data Entry and Formatting: Entering data, formatting cells, and applying styles
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 2:15 p.m.	Formulas and Functions: Using basic and advanced formulas and functions for calculations and data manipulation.
2:15 p.m. – 2:30 p.m.	Health Break
2:30p.m. – 3:30 p.m.	Charts and Graphs: Creating various types of charts and graphs to visualize data <ul style="list-style-type: none"> • Creating a financial dashboard
3:30 p.m.	End of Day 1

Using Microsoft Excel at Work Workshop Agenda June 5, 2025

Time	Session
8:00 a.m. – 9:00 a.m.	Networking and Hot Breakfast
9:00 a.m. – 9:05 a.m.	Recap of Day 1
9:05 a.m. – 10:05 a.m.	PivotTables: Analyzing and summarizing data using PivotTables
10:05 a.m. – 10:20 a.m.	Health Break
10:20 a.m. – 11:10 a.m.	Data Validation and Filtering: Ensuring data accuracy and filtering data for analysis
11:10 a.m. – 12:00 p.m.	Advanced Excel Features: Exploring features like data consolidation, what-if analysis, and macros.
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 2:15 p.m.	Hands-on Practice: hands-on exercises and real-world scenarios to reinforce learning
2:15 p.m. – 2:30 p.m.	Health Break
2:30 p.m. – 3:30 p.m.	Hands-on Practice: hands-on exercises and real-world scenarios to reinforce learning <ul style="list-style-type: none"> • Creating a capital asset subledger • Budget management and reporting
3:30 p.m.	Closing, Participant Evaluations, Closing Prayer

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1808 Wellington Avenue 1-204-786-4801

Workshop Registration Form

REGISTRANT INFORMATION
Name:
Position:
Community/Company:
Email:
Work Phone:

WORKSHOP REGISTRATION FEES include breakfast, lunch and workshop material.

Registration Fee: Non-AFOA Member	\$ 800.00
Registration Fee: AFOA Member	\$ 650.00

AFOA Membership # _____

***** Maximum of 40 Participants for Workshop *****

Method of Payment: If paying by cheque make payable to AFOA Manitoba

Pay at Registration Desk

Other payment options: cash, e-transfer to info@afomb.ca or EFT to Scotiabank 10587 002 0066818

Your signature is required as authorization of registration to the above noted workshop.

Signature

Date

Important Notice: By registering for the AFOA Manitoba workshop, you agree to allow AFOA Manitoba to use photographs/videos in which you may appear in all media formats.

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**Registration with Hot
Breakfast at 8:00 a.m. in
the Wellington Room
Workshop starts
at 9:00 a.m.**

Email registration form:
allan@afomb.ca

For more information:
Allan Munroe
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1-204-620-2933

Accommodations:
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Group Code 349122

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