



## Microsoft Excel for Transit Agencies

December 12 & 13, 2018

Capital Area Transit, 901 N Cameron Street, Harrisburg, PA 17101

This two-day course will review real-world situations that PA transit agency employees encounter. The instructors will explain how to manage data in Microsoft Excel through sorting, filtering and pivot tables. The use of copying and pasting, using paste special, filling cells, and formatting will also be covered. Attendees will learn about different types of formulas, how to create multi-worksheet formulas, and how to utilize Excel's built-in tools for helping with formula creation. Attendees are encouraged to outline any specific needs on their registration form, so that these can be incorporated into the curriculum. A follow-up webinar will be offered several weeks later to address any questions that may arise in the course of applying these skills in a live environment.

*Based on feedback received regarding PennTRAIN's previous Excel trainings offered in September 2018, this course has doubled in length to provide ample time for hands-on exercises and maximize the opportunity for attendees to gain a solid understanding of the topic.*

**Hours:** Wednesday, December 12 – 10 AM to 5 PM  
Thursday, December 13 – 8 AM to 3 PM

**Presented by:** JD Kronicz and Rich Williams, Data Centric Services

**Cost:** No charge

**Lodging:** Hotel Indigo Harrisburg (765 Eisenhower Blvd, Harrisburg, PA 17111) Room block is available for the nights of December 11 & 12, 2018 at the government rate of \$110/night. [click here to book online](#), or call 717-558-7676 and ask for the Pennsylvania Public Transportation Association block. Rooms will be released on December 4, or when sold out.

**Parking:** Free, on-site parking is available at both Capital Area Transit and the Hotel Indigo Harrisburg.

**Meals:** Lunch and breaks will be provided. Please inform Sara Bowden at [sara@ppta.net](mailto:sara@ppta.net) of any dietary restrictions at least one week in advance.

**Attire:** Casual. Because it can be a challenge to keep the meeting room at a temperature that accommodates everyone, we recommend bringing a sweater or jacket to stay comfortable.

**Registration on Page 2 →**



# PennTRAIN

Pennsylvania Training, Resource, and Information Network

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### Attendee Registration:

Submit to Sara Bowden, PennTRAIN Program Coordinator

Email: [sara@ppta.net](mailto:sara@ppta.net) Fax: 717-234-7176 Mail: 115 Pine Street, Harrisburg, PA 17101

Organization Name: \_\_\_\_\_

Attendee Name: \_\_\_\_\_

Attendee Title: \_\_\_\_\_

Attendee Email Address: \_\_\_\_\_

Attendee Phone Number: \_\_\_\_\_

Attendee will bring a laptop      OR      Attendee requires a loaner laptop

Organization Contact Name: \_\_\_\_\_

Organization Contact Email Address: \_\_\_\_\_