

Missouri Public Health Association

Excel Basics and Practice Applications



Thursday, November 16, 2017
Holiday Inn Executive Center
2200 I-70 SW
Columbia, MO 65203



SCHEDULE of EVENTS

- 9:00 am** **Registration**
- 9:30 am** **Welcome**
- 10:00 - 12 noon** **Excel Basics**
The Excel Class will focus on building basic formulas, including the addition of features such as information tables, graphs, and creating summary pages from multiple Excel sheets. Class will also cover additional formatting tools and copying graphs to PowerPoint presentations. The course will enhance skills related to grants and contracts management, as well as routine business financial management. The course will cover Introductory material, as well as Intermediate skills in the utilization of Excel. Please note: all attendees must bring their own laptop with Excel 2010 loaded onto it. There will not be extra devices available for use at this workshop
Speaker: Nancy Aguirre, Analyst, KCMO Health Department
- 12 - 12:30 pm** **Lunch**
- 12:30 - 3:30 pm** **Excel Practice Applications**
- 3:30 pm** **Closing Remarks**

Nancy Aguirre is a graduate of Avila University (Kansas City, Missouri) with a Bachelor's of Science in Accounting. After graduation, Nancy started work as a Staff Accountant with the Kansas City Police Department where she worked for over 7 years before transferring to the Kansas City Health Department in November 2006 to take a position as the Grants & Accounting Manager. For the last 5 years she has worked as an Analyst at the Health Department with duties that include: assisting the Deputy Director, Public Health Accreditation Board (PHAB) accreditation process support, contract drafting/management, continuous quality improvement projects and creating training classes/manuals. Nancy has completed the Denver Peak Academy, Technology of Participation (ToP) Facilitator Training and the Management Concepts Grant Certificate Program Pass-Thru Entities.

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..... Pre-registration is required ~ Registration deadline is November 10, 2017

Name _____

Agency _____

Address _____

City, State _____ Zip _____

Phone _____ Email _____

REGISTRATION FEES

- | | |
|--|----------|
| <input type="checkbox"/> MPHA Members | \$85.00 |
| <input type="checkbox"/> Non-Members + MPHA Membership | \$135.00 |
| <input type="checkbox"/> Student/Retirees | \$35.00 |
| <input type="checkbox"/> Non-Members | \$145.00 |

Total Amount Enclosed/Due \$ _____

PAYMENT OPTIONS

Payment must accompany the registration form

- Check Enclosed Credit Card (see below) Invoice

Credit Card Payment Options: MasterCard / Visa / Discover / American Express

Credit Card #:

Exp. Date:

CVV Code:

Detach and mail payment to:
MPHA
PO Box 126
Jefferson City, MO 65102
Phone: 573-634-7977
Fax: 573-635-7823
Email: sboeckman@mopha.org

Holiday Inn Executive Center has a block of rooms reserved at a special rate of **93.00** for **single or double** occupancy until **November 10, 2017.**

Call 573-445-8531 ext. 793 for reservations and ask for block **PBH** for the MPHA Special Rate.