



Electric Boat Management Association (EBMA)

Intro to Microsoft

Workshop Summary:

Are you feeling like your Microsoft Office skills are in need of a refresher? Do you not feel confident in Microsoft Office products? Come join Dani Martin and EBMA members for an introductory section to help boost your skills with Microsoft Office or refresh your memory. We will dive into Outlook, PowerPoint and Excel. We will cover some key tricks as well as a general overview on most used things at EB with Microsoft.

In this workshop, the following topics will be covered:

- **Excel:** Adding formulas and filters to spreadsheets, conditional formatting, adding graphs.
- **PowerPoint:** Creating presentations and adding animations, pictures and videos.
- **Outlook:** Recalling messages, booking conference rooms, creating meetings, adding new group inboxes, adding signatures, creating out-of-office messages, changing fonts for messaging, adding stationary to messages, archiving emails and creating folders in the inbox.

There are two sessions to attend:

Wednesday, July 31, 2024, in Martha's Vineyard conference room in J820 of the Groton shipyard from 4:00 p.m. – 6:00 p.m.

Wednesday, August 7, 2024, at the Westerly Education Center from 4:00 p.m. – 6:00 p.m.

To RSVP, please contact Alexandria Byrd at AByrd@gdeb.com.