



## *Marie Herman*

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## Biography

When it comes to career and professional development, Marie Herman knows how to take you from where you are, to where you want to be.

As the owner of MRH Enterprises LLC, Marie helps office professionals to advance their careers through certification and education.

Marie, an author, mentor and subject matter expert, holds multiple certifications and can help you become better trained as well.

She turned her more than two decades of experience as an administrative professional and efficiency consultant into a thriving virtual training business. She is a regular contributor to Executive Secretary Magazine and also facilitates Organizational Management cohorts for IAAP.

Marie teaches webinars and seminars on various technology and professional development topics and also provides highly-respected online certification study groups for the Microsoft Office Specialist, Google G Suite, and Certified Administrative Professional certification exams.

## Session: Shine with Google Sheets

Google Sheets is a powerful program that allows you to organize your data in spreadsheets. Built-in formulas allow you to turn raw data into useful information. Explore the functionality of this program from the basics of creating spreadsheets to visualizing your data with charts and summarizing it with pivot tables. Learn about sorting and filtering options, data validation tools, and more features. Collaborate with others no matter where they are with this cloud-based spreadsheet program. Use the wide variety of templates available to get started with minimal work.

There are so many options available for work that others have put together to improve the functionality of this software. Discover some of the time-saving shortcuts that are included with this software which will save you hours! We'll also investigate some of the advanced functions that manipulate your data to be more useful. You can shine if you take the time to learn more about Google Sheets.

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This session is worth 1.0 IAAP recertification point.