



208.327.0768 Phone | 208.761.6005 Text | Email

ExecuTrain/MindMatters Desktop Programs are Priced for Individuals, up to 10 and Unlimited Attendees

Per Attendee Public Per Day

1 - \$295 | 2 - \$450 | 3 - \$885

Up to 10 Attendees

Per Person and Day

One Price \$850 Instructor Led Virtual public price Per Day

One Price \$1,200 Live In Person or Hybrid public price Per Day

Unlimited Desktop Public Attendees

One Price \$2,500 Instructor Led Virtual public price Per Day

One Price \$3,500 Live In person or Hybrid public price Per Day

Exclusive In-person Privates Dates are Available

#1 Course Mastering Copilot for Microsoft Outlook - 1 Day All Skills Level

Short on time but need an introduction to using Copilot with Microsoft Outlook? This course will help you embark on a journey to revolutionize your communication. Through hands-on exercises and expert-led instruction, attendees will gain practical experience and confidence in leveraging Microsoft Copilot to its fullest potential.

August 26
September 9
or 30

#2 Course Microsoft Excel Beyond the Basics – 1 Day Intermediate Level

Work confidently within Microsoft Excel—applying logical, date/time, and text functions; managing lists of data using tables and filters; and using conditional formatting to highlight trends. You'll also learn how to create, modify, and enhance workbooks with charts, PivotTables, and Pivot Charts. These real-world skills will help you transform raw data into clear, actionable information and support smarter, data-driven decision-making.

August 12
August 30
September 24

#3 Course Mastering Copilot for Excel – 1 Day Beginner Level

Embark on a journey to revolutionize how you work with data. Whether you are a seasoned Excel user or new to its capabilities, this course will open your eyes to the transformative power of AI. Picture yourself effortlessly automating tedious tasks, uncovering hidden insights within seconds, and crafting dynamic reports that tell a compelling story. Delve into the advanced features of Microsoft Copilot, learning how to streamline their workflow and optimize their use of Microsoft Excel.

August 19
September 17

Microsoft Excel for Beginners – 1 Day All Skills Level

Learn how to create and format spreadsheets, apply Excel formulas and Excel functions, design and modify Excel charts, and organize information into structured tables and worksheets.

August 20

#2 Course Microsoft Excel Beyond the Basics – 1 Day Intermediate Level Work confidently within Microsoft Excel—applying logical, date/time, and text functions; managing lists of data using tables and filters; and using conditional formatting to highlight trends. You'll also learn how to create, modify, and enhance workbooks with charts, PivotTables, and Pivot Charts. These real-world skills will help you transform raw data into clear, actionable information and support smarter, data-driven decision-making.	August 12 August 30 September 24
Microsoft Excel Power User – 2 Days Advanced Level Collaborate more effectively with colleagues, automate complex or repetitive tasks, and use conditional logic to create powerful formulas and functions. The more you master Excel's advanced tools, the more you can shift your focus from manual work to extracting the insights your organization needs from its vast amounts of data. From building dynamic dashboards to forecasting trends, this course unlocks the full potential of Excel at your fingertips	October 15-16
Data Analysis with Pivot Tables, Pivot Charts and Conditional Formatting 1 Day Intermediate Level Prepare data for PivotTable reporting and create PivotTables from various data sources. Analyze Data Using PivotTables. Work with Pivot Charts.	October 21
Data Analysis with Power Pivot/ Advanced Pivot Tables – 1 Day Intermediate Level Prepare data for PivotTable reporting and create PivotTables from various data sources. Analyze Data Using PivotTables. Work with Pivot Charts.	October 20
#4 Data Analysis and Visualization – 2 Days Intermediate Perform robust and advanced data and statistical analysis with Microsoft Excel using PivotTables, use tools such as Power Pivot and the Data Analysis Tool Pak to analyze data, and visualize data and insights using advanced visualizations in charts and dashboards in Excel.	September 21-22
Trace and Defend your Data/ Direct Dates & Tangle with Text 1 Day Intermediate Level Designed to teach you how to prevent errors in a worksheet. You will learn how to use tools to evaluate formulas, encrypt data with passwords and prevent unwanted changes.	December 2
VBA with Microsoft Excel – 1 Day Intermediate Level This course will give you a good foundation for understanding, creating, and using VBA in your own Excel workbooks.	December 4
Forecast, Project, & Explore Data – 1 Day Intermediate Level Determine potential outcomes using data tables to forecast data and see the impact. Use the Add-In - Analysis Tool Pak to analyze data and Solver to project an outcome	November 17
Excel Tips, Timesavers, and Tricks – 1 Day All Skill Levels Make tasks simple and quicker by using the latest methods	November 18
Using Copilot Pages and Studio - 1 Day All Skills Level How to utilize Microsoft Copilot Pages for collaborative data projects and build customized AI assistants using Copilot Studio. You'll learn how to create dynamic AI-driven workflows that integrate seamlessly with your existing business processes, enhancing team collaboration and data management.	October 6
Draft, Analyze and Present Using Microsoft Copilot - 1 Day All Skills Level The target audience includes professionals who regularly create content, analyze data, prepare presentations, and manage communication as part of their role. These learners are looking to build confidence using Copilot to support everyday tasks and improve the quality of their work.	October 13

Mastering Copilot in Word 365 - 1 Day Beginner Level Unlock your writing potential with Copilot in Word 365, an innovative course designed to transform how you interact with Microsoft Word through the power of AI. Microsoft Copilot enhances how documents are created and refined in Word by helping users generate, edit, and organize content more efficiently. This course focuses on practical, real-world ways to use Copilot to create documents.	August 12
Mastering Copilot for Teams –1 Day All Skill Levels Microsoft Copilot helps users manage meetings, chats, and posts in Teams by generating intelligent summaries, identifying action items, and keeping track of decisions. This course focuses on practical ways to use Copilot to for automation.	September 23
Mastering Copilot for PowerPoint for Powerful Presentations – 1 Day All Skill Levels This course will help you embark on a journey to revolutionize your work with presentations. Then turn the PowerPoint expertise into a powerful presentation.	October 16
Adobe Acrobat All You Need to Know	November 10
SharePoint Essentials for Desktop Users	
Introduction to Project Theory and Microsoft Project Introduction and Advanced 3 Day All Skill Levels Project is a versatile and robust project management tool tailored for project managers, teams, and decision-makers. It enables users to create detailed plans, manage tasks effectively, and streamline project schedules. Combining intuitive usability with advanced features, Microsoft Project helps businesses execute their projects with greater precision and efficiency.	November 2-4
OneNote – 1/2 Day All Skill Levels OneNote Online, part of the Microsoft 365 suite of apps, is a free-form note-taking application for everything from basic notes to drawings, links, and embedded files. An OneNote notebook contains pages and sections, simple collaboration.	December 1
Crystal Reports All You Need to Know – 1 Day All Skill Levels Everything you need to know to create a reports	October 8
Prioritizing Your Time Effectively – 1 Day Students will acquire time management tools and decision-making techniques to help focus on purpose and achieve your goals, balancing the needs of both business and personal life.	January 6
Change Management to Overcome Resistance to AI – 1 Day Through this interactive workshop, you will learn techniques to clearly define the change, generate support, assess organizational readiness, develop a change management plan, effectively address resistance, and identify the critical success factors to sustain the change once it is implemented.	January 7
Change Management – 1 Day Through this interactive workshop, you will learn techniques to clearly define the change, generate support, assess organizational readiness, develop a change management plan, effectively address resistance, and identify the critical success factors to sustain the change once it is implemented.	January 11

#5 Employee Emotional Intelligence— 1 Day You will learn the core components of emotional intelligence and apply them to strengthen self-awareness, self-regulation, and relationship effectiveness at work and beyond. You will explore how emotions are created and how to drive your own responses to situations. In addition, you will learn how to use empathy to connect with others and lead to outcomes that benefit individuals, their teams, and their organization.	Private Dates Only
Customer Service— 1 Day Gaining these essential customer service skills can help your company boost their customer retention and acquisition metrics.	October 9
Problem Solving & Decision Making	November 12
Facilitation Skills	October 21
Business Grammar Workshop	October 22



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How Does It Work?

- ✓ Attendees must be employed by same agency/company with a valid business email address.
 - ✓ Each course is sold on a first come, first save basis.
 - Public classes are added regularly
 - Public Courses are sold by day. The base is \$850 for a 2nd day the fee will be \$1,700
 - Private classes with customized content, dates, times or attendees are always available
- ✓ Public Courses Close 1 business day prior to start date
- ✓ Company/Agency are date of registration
- ✓ Virtual Login instructions are sent to the class coordinator for distribution
 - Please have the students check their equipment before class starts
 - Classes will not be delayed for tech support.
- ✓ Each Attendee will receive a Certificate of Completion
- ✓ ExecuTrain cannot offer tech support.
- ✓ Courses begin at 9:00am MST and end no later than 4:30pm MST. Unless otherwise noted.