LPI LEGAL PROFESSIONALS INCORPORATED

*Educating California's Legal Support Professionals*

**LEGAL TECHNOLOGY TRAINING**

# Beginning Excel



Presented by:

## June Hunter

LPI Member - $25
Non-Member - $55

**Tuesday, May 11, 2027**
**12:00 p.m. - 1:00 p.m.**
**WEBINAR**

This beginner-friendly class will introduce you to the essentials of Microsoft Excel, with practical tips and easy-to-follow examples designed for legal professionals. You'll learn how to create and format spreadsheets, work with basic formulas, sort and filter data, and organize information more efficiently. By the end of the session, you'll have the foundational skills to use Excel confidently in your daily work.



### About the Instructor

**June Hunter**

June Hunter is a Technical Enablement Sr. Specialist at DISCO and teaches computer essentials at UC San Diego Division of Extended Studies in their ABA-approved Paralegal Studies program.

Go to www.legalprofessionalsinc.org/events/ to register.

For information or group registrations:
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This webinar is approved for 1.0 hour of CCLS credit.

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