Learnit
Business Application and Soft Skill Trainings

Most questions can be answered within the FAQs section at https://bhmt.org/learnit/. Should you need further assistance, please contact cx@learnit.com.

Follow the steps under "How Do I Register?" at https://bhmt.org/learnit/ to request a Learnit user ID and password. Once you receive the welcome email, proceed to Learnit and find the courses you want to take.

Once on the Learnit/BHMT page, scroll down to browse the course offerings. Click on the course you want to take to start the registration process:

Business Applications

🎥 Live Online **Excel Introduction**	🎥 Live Online **Excel Intermediate**	🎥 Live Online **Excel Advanced**	🎥 Live Online **Excel Pivot Tables**
🎥 Live Online **Excel Power User**	🎥 Live Online **Excel: Intro to Data Analysis**	🎥 Live Online **Word Introduction**	🎥 Live Online **Word Intermediate**

The course page includes a course description and available dates for upcoming live courses:

Excel Intermediate

From $145 - $290

Course fees will reduce to zero at checkout

Mastery of Excel is developed in stages: first you learn basic formatting, functions and formulas, and build a few spreadsheets yourself. Eac[...] enough. But moving to the next level of profici[...] truly *professional-looking* spreadsheets, you'll [...] organize data into elegant, interactive tables that dynamically generate colorful charts and graphs. To bring you up to an intermediate-level usage of Excel, we'll train you in how to use these core features:

Choose the full day course or a specific module

- **Advanced Tables**. Beyond organizing data in row[...] [...]'ll show you how to create filters that display only [...] example, all the rows where the "City" column is set to "New York." You'll also learn how to sort entire tables based on values in one or

Click the date you want

UPCOMING LIVE ONLINE PUBLIC CLASSES

Full-day   Module 3   Module 4

November 21, 2023 09:00 AM – 04:00 PM PT	+ 🛒
November 28, 2023 09:00 AM – 04:00 PM PT	+ 🛒
December 12, 2023 09:00 AM – 04:00 PM PT	+ 🛒
January 10, 2024 09:00 AM – 04:00 PM PT	+ 🛒
January 24, 2024 06:00 AM – 01:00 PM PT	+ 🛒

Scroll down to read the Course Outline to understand the learning outcomes, as taking only one of the course modules may satisfy your training needs and save you time:

Course Outline

Module 3: List/Table Essentials & Charting

Learning Outcomes:

1. Create tables to help make analyzing large data sets easier with table tools

2. Using Filters and Sorting tools on a data sets show the data you are looking for

3. Create and save visuals and charts for data sets

Once you have made your course choice and selected the date on which you plan to attend the course, click "GO TO CHECKOUT".

Once the course appears in your basket, you can continue to select courses to attach by clicking "Continue Shopping" or proceed with the selected course by clicking "Next Step".

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MEMORIAL TRUST

Shopping basket | **Basket** | Login | Delegates | Payment | Confirmation

Your basket

Basket

Use this section to edit or remove courses from your basket.

Course cost will reduce to zero at checkout

Title	Location	Date	Delegates	Cost	
Excel Intermediate - Full Day Details		02/07/2024 09:00 AM - 04:00 PM	1	USD 290.00	Remove ✖
				Total USD 290.00	

Clear Basket ✖   ◀ Continue Shopping   Next Step ➡

The login appears. Be sure to login by filling in the Learnit user ID and password you were provided in your Welcome email in the "I have and existing account" box. Click "Login and continue".

Shopping basket | Basket | **Login** | Delegates | Payment | Confirmation

Login

Login using the email you registered with and the password provided in the welcome email

I have an existing account

Please enter your login details below to continue.

Email/User ID *

[   ]

Password *

[   ]

I am a new customer

Registering is easy.

Register And Continue ➡

I have forgotten my password   Login and continue ➡

If you are experiencing any difficulties with the checkout process, please contact us through chat on **www.learnit.com**, email us at **cx@learnit.com** or call our Customer Service team at **415.946.6500**. If you are using your companies package funds and do not have the login information prior to enorlling, please contact us at one of the methods above before moving forward so you can be assigned to your company account.

The Delegates page appears showing the course(s) you selected. Review the course title, date, and time to confirm the information. If it is not correct, click "Clear Basket" and choose another course or date. If the information is correct click "Next Step".

Delegates

Delegates

Title	Location	Date	Delegates	Cost
Excel Intermediate - Full Day Details Assign delegates to your booking Delegate 1: **William Eseltine** [Edit Details] [Remove]		02/07/2024 09:00 AM - 04:00 PM	1 ⌄	USD 290.00
			Total	USD 290.00

Clear Basket ✖   Next Step ➡

The Basket page appears with your course information. Click on "terms and conditions" so you can read the terms and conditions. Click the check box next that appears to "I have read and accent the terms and conditions". Click "Complete" to process your course selection.

Basket

Please review your basket.

Title	Location	Date	Cost
Excel Intermediate - Full Day Details		02/07/2024 09:00 AM - 04:00 PM	USD 290.00

Discount

Discount code
[_____] Apply ✓

The Platinum client discount and Voucher Payment covers the entire course cost.

2023 Platinum client Discount
USD -72.50

Voucher Payment
USD -217.50

Clear Basket ✖

Do not change the billing details

Billing details

Please enter your billing details below.

Account
Ben Hudnall Memorial Trust   Select 🔍

Address
1 Kaiser Plaza

PO Number (Not...

Read and accept the terms and conditions

I have read and accept the terms and conditions. ☐

Please agree to the terms and conditions.

Complete ➡

WARNING! Do not use the Back Button or Refresh during the checkout process!

Prior to your course date, you will receive an email with information on how to access your course selection.