File   **Meeting**   Scheduling Assistant   Insert   Format Text   Review   Help

| Undo | Actions | Teams Me... | Meeting... | Attendees | Options | Tags |
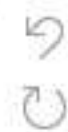
Delete → | Teams Meeting | Meeting Notes | Cancel Invitation | Address Book | Check Names | Response Options ˅ | Busy | 15 minutes | Recurrence | Categorize |

(i) You haven't sent this meeting invitation yet.

Send

From   Chris@chrismenard.net

Title   **Excel Essential Training**

Required

Optional   Carol Wilson

Start time   Tue 2/8/2022   9:00 AM   ☐ All day   ☐ 🌐 Time zones

End time   Tue 2/8/2022   2:00 PM   ↻ Make Recurring

Location

Covered in Excel Essentials:

- Why use Excel?
- Inserting and deleting rows and columns
- Adding text and numbers
- Working with Charts

Files you will need to download before training:

https://chrismenardtraining.com

Meeting being created from an Outlook Template