

ORMTA Etobicoke-Mississauga Branch presents...

**WHY TEACHERS SHOULD
USE EXCEL:
AND OTHER TIPS AND
TRICKS
BY LYNNE OLIVER**



Date: Monday, September 26, 2022

Time: 10:00 a.m. – 12:00 p.m.

Location: Zoom

**Fee: Students: \$15 | ORMTA Members:
\$20 | Non-members: \$25**

For more information and to register online, click [here](#).

This workshop is not a “how-to” workshop but an overview of a few of the features of Excel which might be useful for a studio music teacher. I will show you how I use Excel in my studio to:

- Create a weekly timetable
- Set a fee schedule
- Track performance opportunities
- Create a recital program

PLUS, I will give a few tips and tricks on:

- general computer use
- Excel
- Word
- virtual teaching
- travel teaching

I will end with a Q&A, so please plan to have some questions ahead of time

Lynne Oliver