

August 25, 2014

Mr. Harry Lader
microBites Training & Consulting

Dear Harry:

Thank you for the two three-hour sessions of intermediate Excel you taught at Meyers, Roman, Friedberg & Lewis on June 24 and 26. Over the years, I have had several semesters of Excel classes. I wanted to take your class not only as a refresher, but also to learn new techniques. I was not disappointed. While we had a diverse group consisting primarily of paralegals, legal assistants, and attorneys, all at different skill levels, we were able to cover a lot of material and I never felt that it was too elementary.

We did not need individual computers during the training sessions, which allowed us to cover the material in greater depth without the distraction of the computers. The time between sessions gave us time to practice on our own.

Your teaching style made it easy to learn. We learned numerous shortcuts and features that helped us save time in our daily work. Some of the features that we found to be particularly beneficial were: navigating large spreadsheets, displaying all the formulas in complex spreadsheets, formatting reports quickly, creating formulas across worksheets, sorting, printing and mail merge.

I expect that the shortcuts you provided will save me time preparing the spreadsheets I use on a daily basis and allow me to complete projects more efficiently. I keep the manual you provided open to the shortcut page and expect it to be an excellent resource for future use.

We enjoyed working with you and look forward to working with you in the future.

Sincerely,



Karen Yahr
Paralegal