



*Take “learn  
Excel” off your  
2026 to-do list!*



# Microsoft Excel Basics for Lawyers

*with Frank Byl*

**Thursday, June 4, 2026**  
**Live webinar with chat**  
***includes 60 day replay\****

9:00 am – 10:30 am (Pacific)  
10:00 am – 11:30 am (Mountain)  
11:00 am – 12:30 pm (Central)  
12:00 pm – 1:30 pm (Eastern)  
1:00 pm – 2:30 pm (Atlantic)  
1:30 pm – 3:00 pm (Newfoundland)

*\*This program features real-time video of the presenter with synchronized presentation slides, and a chat feature that allows for live Q & A. SK attendees please verify whether you align with Central (MB) or Mountain (AB) time based on season and location.*

## WHO SHOULD ATTEND

This program will benefit lawyers and other legal professionals who want to learn how to use Microsoft Excel to improve their work product and efficiency.

## ABOUT THE PROGRAM

If you have any version of Microsoft Office, then you already have Microsoft Excel. But most lawyers either underutilize or don't use Excel. Stop wasting this powerful tool! Excel is a versatile, convenient software program that can make you more efficient and organized in your daily law practice. It can help you log billable hours, track expenses, calculate interest on judgments, manage client information, keep an eye on cases, and create template forms. This introductory course with Master Microsoft Office Instructor Frank Byl will acquaint you with all the fundamentals you need to boost your confidence using Microsoft Excel in your practice. Using legal-related spreadsheet examples, Frank will teach you how to:

- Create, edit, and save workbooks and worksheets
- Insert and delete rows, columns and cells
- Move, copy, and format data
- Use autofill
- Insert and copy formulas to track costs and case details
- Sort and filter long lists, including client information
- Create template forms
- Use page layout commands to set up for printing
- Use shortcuts to save time

You'll learn how having Excel skills can be an important advantage for today's legal professional. No previous Excel knowledge is required. Registrants will receive practice exercises as part of the course materials.

## SCHEDULE (Eastern)

**12:00 pm - 1:30 pm**

**Welcome and Introduction**

**Understanding the screen, Screen tips and Ribbon**

**Managing the workbook**

**Managing the worksheet**

**Entering and formatting data**

**Using formulas**

**Formatting the worksheet**

**Printing**

**Wrap-up and Program Evaluation**

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## MEET YOUR PRESENTER



**Frank Byl** is the Founder and President of PowerConcepts Computer Training (Vancouver and Kelowna, BC). He has a degree in education and is a Microsoft Master Instructor since 2003. Over the last 26 years Frank and his team have trained over 50,000 individuals and worked with hundreds of companies and government organizations of every size. Frank brings a refreshing, humorous and insightful perspective on how to better manage information and tools using Office 365 and SharePoint.

## PRAISE FOR FRANK BYL

- “Presenter was very knowledgeable and comfortable with the subject matter.”
- “This was one of the best and most useful seminars that I have attended in a long time.”
- “Thanks, great program.”
- “Good program and presenter.”
- “Very good basic course. Excellent speaker.”
- “Great instructor. Hands-on, technical courses like this are so helpful. More please!”
- “The instructor was very friendly and put everything in easy terms to understand.”



**ON:** This program contains 1.5 Professionalism hours.

**BC:** This program has been approved for 1.5 CPD hours.

**SK:** This program qualifies for 1.5 CPD hours under the Law Society of SK CPD Policy.

Lawyers in other mandatory CPD jurisdictions may count their attendance towards their CPD requirement/plan.

Seminar Partners is an Accredited Provider of Professionalism Content by the Law Society of Ontario and a pre-approved CPD Provider of the Law Society of British Columbia.

✓ **Yes, I want to attend Microsoft Excel Basics for Lawyers with Frank Byl**

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\* Materials will be distributed electronically in advance. Live webinars feature real-time video of the presenter with synchronized presentation slides, and a chat feature that allows for live questions and verbal responses by the presenter. The recording of the webinar is available for 60 days.

### REGISTRATION FEE:

☐ **On or before May 15, 2026: \$150.00 + \$19.50 (13%) HST\* = \$169.50 - Save \$25.00 + tax!**

☐ **After May 15, 2026: \$175.00 + \$22.75 (13%) HST\* = \$197.75**

\*With ON HST. Please adjust tax for attendee's province as follows: 5% in AB, BC, MB, NWT, NU, SK, YK. 13% in ON. 14% in NS. 15% in NB, PEI & NL.

**Register online:** <http://seminarpartners.ca/register-for-courses/>

**Register by mail, fax or phone:** Return this form with payment to Jennifer Snoyer, Finance and Communications Coordinator, Seminar Partners, 2300 Yonge Street, Suite 1600, Toronto, ON M4P 1E4 Tel. 1.866.606.4212 or 647.352.8633 Fax 416.549.1619. Email: [jennifer@seminarpartners.ca](mailto:jennifer@seminarpartners.ca). Registration fee is refundable less \$50 admin fee if written cancellation received 10 working days before the program. No refunds will be made after the cancellation date. Program content, speakers and location may change without notice. See our website for all policies. In the event of program cancellation, our liability is limited to refund of registration fees. GST/HST #848208492

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