Advanced Workiva

Description

Advanced Workiva combines Workiva features like connected sheets, rounding, and binders to transform your processes. Help bring greater efficiencies to your organization by incorporating group permissions, comment labels and formatting table of contents.

Learning Objectives

- Implement connected sheets across workspaces using spreadsheets or Data Management queries.
- Design a table of contents by applying section breaks, section hyperlinks, page numbers and bookmarks.
- Develop streamlined reports using the dates page, note numbering, rounding, alternate zeros, conditional formatting and customized charts.
- Organize the digital tie out process using attachments, markup viewer, approval stamp and binders.

Program Details

Instructional delivery methods

QAS Self Study

Recommend CPE credit and recommended field of study

Earn 1.0 CPE credits in Computer Software

Prerequisites

No prerequisite knowledge is required for this course.

Program level

Intermediate

Advance Preparation

No advance preparation is required.

Course registration and attendance requirements

www.training.workiva.com

Refund policy and cancellation policy

This course is free of charge to all learners.

Complaint resolution

Please contact us at training@workiva.com