

# 2020 Training

## 2020 Worksheet: Efficiency Tools

When you have completed this training, you will understand how to perform the following tasks:

- Assign Tags or Aliases to line items
- Sort line items
  - Individual Columns
  - Multiple Columns
- Subtotal line items
  - Manually
  - By columns
  - By selection
- Create a custom line item from the catalog
  - Standard options
  - Non-Standard options
- Create a non-catalog item
- Save project information in Worksheet Properties
- Edit the header and footer
- Modify the page setup
- Print selected items

## Suggested Classes to Further Your 2020 Training

Click on the class name to see the agenda.

### 2020 Worksheet:

[Templates & Discounts](#)  
[Report Designer](#)

[Schedule & registration >>](#)

### 2020 Giza:

[Drawing Essentials 1](#)  
[Drawing Essentials 2](#)

[Schedule & registration >>](#)

### 2020 Visual Impression:

[Rendering Essentials for 2020 Giza](#)  
[Advanced Rendering for 2020 Giza](#)

[Schedule & registration >>](#)

### 2020 Cap:

[AutoCAD Essentials](#)  
[Drawing Essentials](#)

[Schedule & registration >>](#)



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