

In just one day of in-depth, focused training, go beyond Excel basics and expand your knowledge of this powerful program!

Advanced

Microsoft®

Excel®



Macros, PivotTables, Charts and More

**Understand and unleash the power of
Excel's most complex capabilities!**

***Attend this extraordinary, information-packed
program, and learn how to:***

- Master advanced Macros
- Manage your data
- Filter, query and analyze data
- Use lookup and database functions
- Put PivotTables to work
- Get to know the Analysis ToolPak
- Share Excel across workgroups
- Explore custom views, formatting and report manager

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Harness all the power and potential Excel has to offer

For nearly 2 decades, Microsoft Excel has been the computer industry's dominant spreadsheet application, chosen for its sophisticated reporting, data analysis and data-tracking capabilities by professionals and home users alike. Today, many positions in the workforce *require* a working knowledge of Excel, and you'd be hard-pressed to find an organization of any size that doesn't rely on the program at some level.

Whether you're working with sales information, pricing, customer records, employee stats, product inventory, payroll, company financials or other critical information, Excel is an invaluable tool for organizing, managing, analyzing and tracking your data.

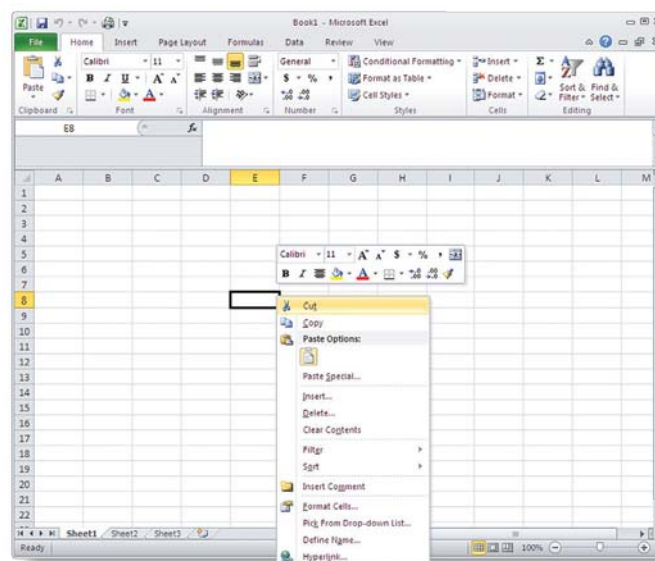
The basics of Excel aren't difficult to grasp ... but mastering advanced techniques can be trickier. In fact, unless you are adept at deciphering complex manuals, have loads of extra time for tutorials or possess a strong motivation for self-learning, you may find boosting your skills and knowledge of Excel is easier said than done. Until now, that is! *Advanced Microsoft Excel* gives you an exceptional amount of concentrated information in just one extraordinary day of training.

Kick Your Excel Skills Up a Notch

If you're comfortable building a worksheet, using cells, entering data and creating basic formulas this program will take you to the next level of Excel expertise. Instead of hovering at the tip of the iceberg, you'll drill down through Excel's complex capabilities and discover how easily you can expand your knowledge base to become a more confident, capable user.

This is practical training you can put to use immediately once you've returned to the office. You'll understand concepts you may have struggled with in the past, become familiar with a broad range of advanced Excel capabilities and functions and see your productivity soar as you use Excel more effectively and efficiently every day.

Don't waste your time *slogging through manuals, sitting through tutorials or attending lengthy training sessions when you can boost your Excel skills from intermediate to advanced in just one day!*

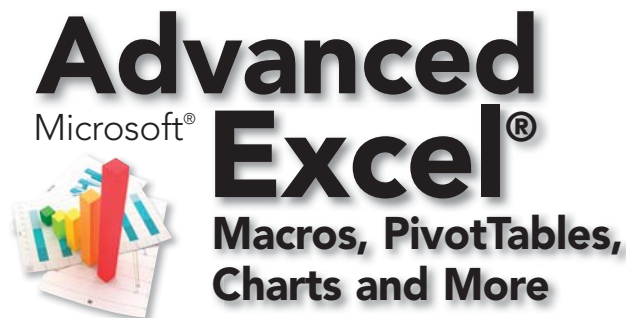


What Can You Expect From This Training?

This course is jam-packed with skills, tools, ideas and strategies gathered from professional users, tech experts and Excel gurus who know this application inside and out. You won't waste time rehashing how to create spreadsheets, input data, perform basic mathematical calculations, save workbooks or edit cells. Instead, this training builds on what you already know, focusing on the advanced techniques that will take your skills to the next level. Your trainer is an accomplished Excel expert who will walk you through dozens of time-saving shortcuts, smart strategies and more with a helpful mix of computer-screen projections, demonstrations, instructor-led exercises and plenty of Q & A time. You'll get practical, real-world answers to your toughest Excel questions and challenges, and come away from this course ready and able to put your new skills to work the very next day.

Gain all this and more in just one day of concentrated learning!

- An in-depth knowledge of Excel's ribbon, menus and functions, including how to add your own tabs and groups
- Time-saving techniques to streamline data queries, data analysis and searches
- Tips for creating charts, graphs and tables that will wow your audience
- How to use PivotTable® reports to filter and summarize your data and worksheets
- Automating repetitive tasks using macros
- A clear understanding of advanced filters so you extract only the information you need
- Menu options that allow you to select filtering criteria from your data set with just a few simple clicks
- The Analysis ToolPak add-in: how to fully utilize this resource for advanced data analysis
- The most effective methods to share spreadsheets with collaborators and coworkers
- And much, much more!



Don't wait to enroll! Seats fill fast for this popular course, and space is limited!

Advanced Microsoft® Excel®

Master Advanced Macros

- Use the Visual Basic® editor to modify and manage your macros
- Learn to create customized macro toolbars featuring your most frequently used tools

Manage Your Data

- Learn how to create data forms for viewing and entering information
- Enter — or allow others to enter — data into a user-friendly form
- Review individual records easily, or view only records that meet specific criteria
- Discover the power of Backstage view

Filter, Query and Analyze Data

- Learn tips, tools and tricks for getting the most out of AutoFilters, Custom AutoFilters and Advanced Filters
- Find out how to search for spreadsheet data that fits within specific parameters
- Discover menu options that allow you to select filtering criteria from your data set with just a few simple clicks
- Specify a single criterion, or combine two or more to create a custom search of your data
- Use AND/OR commands to extract data that meets your criteria in a whole new range
- Create new data ranges on the fly to use with advanced filters so you can extract exactly the information you need
- Add sparklines to show trends in a series of values, such as seasonal increases or decreases

Use Lookup and Database Functions

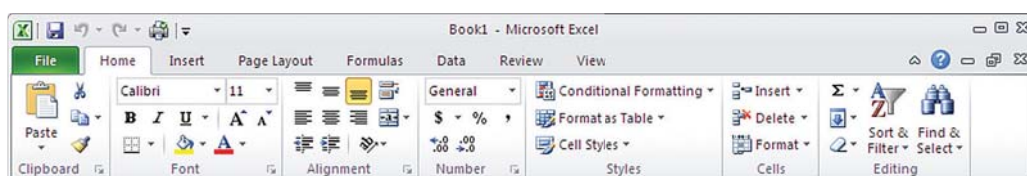
- Add power and flexibility to your formulas by enabling Excel to search out data for you
- Manage large data lists by performing calculations only on the data you specify
- Use Excel to perform new lookups and dynamically update your calculation results

Put PivotTables to Work

- Discover how PivotTables can help you get the most out of your data
- Create PivotTables from single spreadsheets, external data sources or other PivotTables
- Use AutoFormat to create your PivotTable quickly and easily
- Learn how to modify or update a PivotTable
- Group data in a PivotTable for better organization
- Control how and where your PivotTable data is displayed
- Display your data using a PivotChart®

Get to Know the Analysis Toolpak

- Find out what tools are included in this valuable resource
- Learn to use Excel's advanced data analysis tools to return a multitude of statistics about your data in just a few keystrokes
- Use Excel's built-in utilities to analyze correlations in your data



Course Content

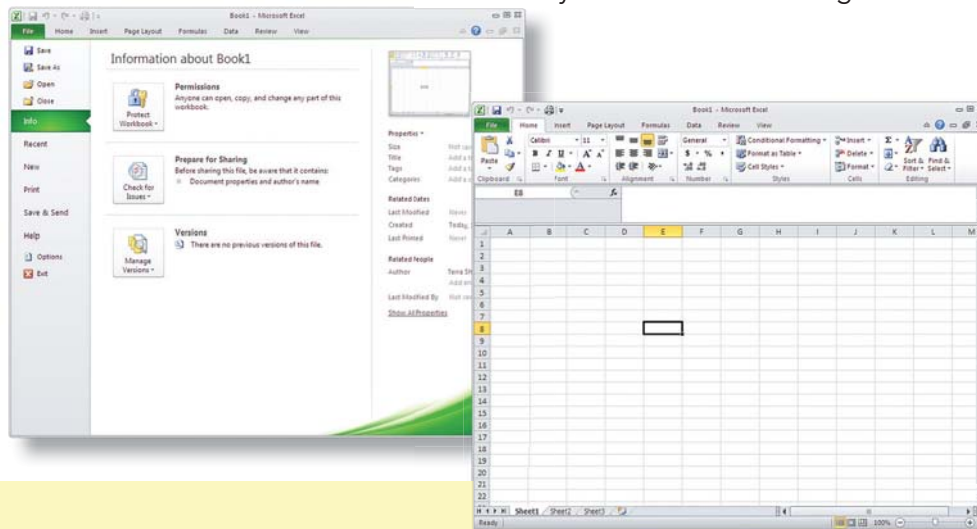
Program Hours: 9 a.m. – 4 p.m.

Sharing Excel Across Workgroups

- Use Excel's robust collaboration tools to control access to shared spreadsheets
- Understand the different ways to share your spreadsheets with associates and coworkers
- Comment on specific cells within a given sheet
- Activate workbook sharing and distribute shared workbooks
- Maintain control of versions of a shared workbook
- Easily track and review changes made by multiple users
- Seamlessly integrate Excel with other applications, the Internet and your organization's intranet
- Create macros that work with the Web to automatically update your Web charts and graphs at regular intervals

Explore Custom Views, Formatting and Report Manager

- Discover how to create different display and print settings for the same worksheet — or apply the settings to multiple worksheets
- Manage saved custom views
- Use custom views to change the look of your worksheets and workbooks
- Create, display, print and delete custom views
- Understand and use the Report Manager to print, edit and manage your reports
- Expand your knowledge of charts and graphs to create eye-popping graphic images
- Master formatting effects to make your pages look like you spent hours when all it took was a few mouse clicks!
- Apply different Data Bars, Color Scales and Icon Sets to your cell selections using conditional formatting



Your trainer is an Excel expert!

We believe in hiring the best of the best to conduct our workshops and seminars. Our trainers are much more than talking heads — they are experts in their fields who have logged long hours perfecting their skills. Our Excel trainers bring years of real-world experience, insider knowledge and technical expertise to the table. These highly qualified specialists know Excel inside and out — and just as importantly — they possess the patience, ability and know-how it takes to successfully educate others. We guarantee an enjoyable, fast-paced learning experience that delivers everything we promise.

Computerless training accelerates the learning process!

A Microsoft Excel class without computers? Absolutely! You can learn more in less time with our proven, computerless hands-off teaching approach. You'll be able to concentrate and learn without being slowed down by keyboarding or having to wait for the entire group to catch up. Once you've returned to the office, you can practice what you've learned at your own speed and convenience.

Take home a handy workbook you'll turn to again and again

Each participant will receive a comprehensive *Advanced Microsoft Excel* workbook covering everything touched on throughout the day. It simplifies note-taking, makes following along easier and will serve as an indispensable reference guide once you're back at the office.

Who should attend?

This program is perfect for intermediate users who want to expand their working knowledge of Excel and make the most of its sophisticated features and functions. Anyone with basic Excel skills will benefit, whether you're a self-taught Excel user, or you've taken an introductory Excel course.

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