



Become a confident, capable Excel 2007/2010 user with our proven computerless training method!



MICROSOFT® Excel®

One-Day Seminar

DAY 1 EXCEL BASICS

This one-day seminar is for beginning to intermediate users. Learn how to set up Excel to meet your personal needs at work or at home and customize its many features so it works for you!

- Master an array of Excel formulas and functions and put spreadsheet power at your fingertips!
- Design and organize the best possible worksheet — before you enter the first number.
- Give your worksheets visual punch with exciting charts and graphs, step by step, the easy way!
- Make editing easy — fearlessly copy, move, delete, insert or replace anything in your worksheet!
- Solve common printing problems and end irritating output surprises once and for all.
- Macros now! Even if you're a beginner, create and use simple macros to save time and sidestep mistakes!

Just one day to Excel Excellence!

One-Day Seminar

DAY 2 BEYOND THE BASICS

You know the basics. Now become a pro! An accelerated one-day workshop to make you a Microsoft Excel Pro!

- Improve the quality, accuracy and usefulness of every Excel worksheet!
- Use the Visual Basic Editor to eliminate repetitive keystrokes and save time.
- Create visually exciting charts by adding graphics with customized drawing tools!
- Discover the most important database functions and how they work.
- Uncover the easiest ways to collect and format data.
- Develop PivotCharts® and manage them in a snap!

Increase your productivity with Excel in just one day!

Attend BOTH and SAVE!



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DAY

1

EXCEL BASICS

Discover the basics, plus expert power tips!

Starting with the basics and moving to more advanced features, you'll learn how to turn Excel into your most powerful productivity tool. If you're only tapping into a few of the features of this powerful and versatile software, get set for a productivity explosion! You'll learn hundreds of ways to work faster, smarter and savvier with Excel!

Get up to speed — fast!

You don't have to waste hours wading through thick manuals, sitting in classes for days or even weeks, fruitlessly punching keys in trial-and-error learning efforts — forget all that! Our guaranteed one-day computerless training gives you the most information possible in the least amount of time. Most of us don't have time in our busy workdays for extended training or on-the-job learning. Enroll in **Excel Basics** today and you'll master the basics and move on to the tough stuff — away from deadlines, demands and office pressures.

Squeeze the most from your training dollar!

Check the prices of other software training courses — you could spend \$495, \$695, even \$895 in tuition fees, transportation costs and hotel accommodations. Or, you can invest in this top-quality training course. You can expect to learn everything you would in the more expensive training options but in just one day, for a reasonable tuition. Plus, you'll take home an indispensable Excel reference workbook that will prove priceless to you again and again!

Understand and retain it with our proven computerless training method.



Our extensively tested, structured software learning system makes it all easier for you, with a carefully designed course that makes every minute count! You'll be amazed at the number of Excel power tools you'll master and put to use the very next day! Our hands-off, computerless training method means you won't waste time entering data, correcting mistakes or waiting for the entire group to catch up. Instead, you'll learn exactly how to do it from an expert; then, try it all at your leisure, in the privacy of your own office.

Learn from instructors who know their stuff.

Our instructors are savvy, intelligent business professionals with extensive experience using Excel in real-world settings. Although they're experts, they're not technicians or programmers, so they speak your language, not hard-to-follow "computerese;" you'll love the emphasis on practical, understandable solutions to the challenges you face every day.

You're just one day away from Excel excellence!

This exciting seminar is coming soon to a location near you! And, it's easy to register: visit our website at www.philipseely.com, call or send the registration form by mail. But do it today to ensure your place — enrollment is limited.

Have you ever:

Struggled just to get the work done, any way you can?

Instead, why not do it the easy, fast and skillful way?

So many of us work by habit — doing things the same old way we learned to do them the first time. Break free of old habits and discover the Excel power tools that are available and just waiting to be used! You'll never work the same way again!

Been bored with sleepy spreadsheets that all look the same?

Instead, why not produce vivid, attractive pages that really get noticed?

You'll learn the ABCs of using charts, graphs, fonts, borders, shading and more — and produce spreadsheets that communicate better and really get attention! You'll leave the seminar with a pack of professional tips for brilliant, distinctive output every time, on every worksheet!



Course Content

Take a quick tour of Excel basics!

- Shortcut menus: the most efficient ways to access commands for any task
- Help for Help! How to find what you need in Help without endless searching and scrolling
- How to select cells or ranges of cells — 2 methods to choose from
- Excel Workbooks: the backbone to efficient file management
- How to find a single file or a particular workbook in record time

Build a worksheet from the ground up

- What to consider before you create a worksheet — expert advice on building a worksheet framework that will accomplish your objectives
- Tips for entering text and numbers and a super-quick way to cancel or confirm your entry
- Ways to copy and move data without anxiety
- The view you need — how to zoom in or zoom out of the worksheet
- When titles and labels keep moving out of view: techniques to freeze them in place while you move around your worksheet

Harness the real power behind the numbers

- Formula and Function basics — on-the-mark advice to end confusion once and for all
- Mathematical formulas made easy: how to subtract, multiply or divide data
- Basic Excel functions that let you calculate averages, percentages and much more using built-in predefined formulas

Learn the techniques for producing visually exciting worksheets!

- The secrets to attractive, readable worksheets: 5 formatting guidelines to apply to any worksheet you produce
- How to control alignment, decimals, dollar signs and more — in one easy operation
- Fonts, shading and borders that increase the readability and attractiveness of your worksheet

Get the output you want without trial-and-error printing

- Print Options: the many choices Excel gives you to customize your printing. Plus, how to add headers, footers and page numbers to a worksheet
- No more strange page breaks — how to set manual page breaks and ensure your titles and labels print on every page

Add impact and visual punch to your data!

- An easy-to-understand glossary of terms used in charting and graphing data
- The Chart Wizard — how to easily produce vivid, exciting charts to accompany your data, even if you're a total novice
- Where to actually put your chart: all about embedded charts, separate charts and chart sheets within a workbook

Gain speed, efficiency and ease at every session!

- Steps to customize Excel and achieve maximum personal productivity
- Large worksheets with Split Windows — the best way to effortlessly view distant figures side by side
- A practical look at database basics to get you started
- For mouse-haters: a quick guide to shortcuts to keep your hands on the keyboard
- An end to macro mystery — how you can automate many tasks using macros

Q: Is this course for beginners or more experienced users?

A: Both beginners and users with some experience will learn and sharpen their skills. We recommend attendees have some knowledge of Excel basics. The course is especially effective for beginners who want to learn more, as well as intermediate users who want to sharpen their skills and tap into Excel's more powerful functions.

Q: What versions of Excel does this course cover?

A: **EXCEL BASICS** covers Microsoft Excel versions 2007 and 2010.

Q: Will I spend the day in front of a computer?

A: No! You can learn more in less time with our dynamic 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. (And, doesn't a day away from the computer screen sound great?) Your workbook provides all of the information you need to try everything you've learned later, at your own speed and convenience.



DAY

2 BEYOND THE BASICS

Shortcuts, new techniques, key codes — you thought Excel was amazing before. Now experience it on a whole new level.

“I didn’t know I could do that!” — you’ll say it often at *Beyond the Basics*. One day never delivered so much practical, real-world computer skills training. You’ll improve your productivity tenfold. Complicated charts and graphs that once took hours to compile will now take only minutes to set up and assemble. You’ll learn when it makes sense to use a macro, how to debug a macro and how to create and manage a PivotChart. Key code shortcuts you learn will transform multistep processes into single, simple moves. Even the advanced linking and data exchange operations you once dreaded will become easier.

Think of the time you’ll save building worksheets in Excel. You’ll never again waste valuable time searching through those thick Excel manuals. Plus, you’ll benefit from spending a day with other Excel users and learning from their experiences and questions.

Work faster and smarter with Excel

It’s frustrating to know what Excel can do, but not understand the techniques to accomplish it. In one day, you will learn not only the formulas, database techniques and macro commands to make work go faster, but you will also learn the tips and keystroke commands the pros rely on to make data more useful and worksheets easier to manipulate.

Computerless training saves time



Your Fred Pryor Seminars instructor won’t be a technician or programmer. You’ll learn from a business professional who speaks your language and has extensive experience using Excel in a real-world office like yours. Our proven computerless training methods ensure you won’t waste valuable time entering data, correcting mistakes and waiting for other seminar attendees to catch up. We’ll cover as much material as possible together and let you practice on your own back at work.

It’s a wise investment

This one-day advanced program is the single best investment you can make in Excel training. Not only will you leave with a wealth of exciting new techniques and shortcuts but you’ll also receive a handy workbook guide that summarizes key tips for easy reference. It’s a lot of value for your investment. Enroll today by phone, fax or mail and watch your productivity soar!

Does this sound familiar?

- You taught yourself the Excel program and sometimes you wonder if you’re doing things the most efficient way.
- You know a lot about Excel but not the latest time-saving shortcuts.
- Coworkers ask you questions about Excel and you’re not always sure of the answers.
- You know the Excel techniques you use every day but little else about other features.
- You have questions about Excel no one in your office can answer.
- You feel like you’ve barely scratched the surface of Excel’s capabilities and you want to be a pro.

If this sounds like you, the *Beyond the Basics* program can provide the help you’ve been looking for.

What’s your biggest Excel challenge?
Learn the easy way to overcome it.



Course Content

You know the basics, now go beyond!
Become an Excel expert with power-user techniques.

You've seen what others do with Excel. Now you, too, can quickly and effortlessly create the most complicated, challenging spreadsheets. It's easy using the shortcuts, techniques and handy tips you'll learn in one day at the ***Beyond the Basics*** program.

Setup and editing success

- 7 rules to make worksheet setup easy
- How to conceal data in cells, columns and rows without losing it
- 3 steps to protect your data
- 9 keyboard shortcuts that can cut hours from your work
- Tips on changing chart attributes without losing data
- How to manipulate multiple ranges with Autofill
- The overlooked problem-solver for naming ranges
- The end of data entry drudgery — how to get the software to do it for you

Formulas and functions that cut work down to size

- Tips for building complex formulas quickly and accurately
- How to utilize the hundreds of functions at your fingertips
- How to use absolute and mixed cells
- Logic functions — the "If," "And" and "Or" statements that make data more usable
- 7 formulas you can use right away to select, extract and combine text entries
- 4 benefits of manipulating your text
- The all-important functions and what each does
- How to give multiple views of your data

How to make the most of macros

- When to use an automated procedure or macro and when not to
- Tips for recording a complex macro and ensuring it runs easily
- How to assign command buttons to macros
- Techniques for debugging a macro, as easy as 1,2,3
- How to start — and use — the Visual Basic Editor

Data exchange with other applications

- Specific steps for sharing data with Microsoft PowerPoint®, Access®, Word and other platforms
- How to save your Excel work in a Web-friendly format

The power of tables, databases and lists

- How to sort to maximize the data's usability
- Auditing: a visual map of your formulas
- How to build and manage a PivotChart that's everything management wants
- The best way to analyze equations with scenarios
- A shortcut for calculating trends and projecting future ones

A quick way to decide whether *Beyond the Basics* is right for you

Are you sure you're using the best technique to pull in data from other platforms to create a chart with usable figures?

Yes No

Do you feel confident using Query and transferring the data to a worksheet?

Yes No

Can you launch a macro with the push of a button?

Yes No

Do you understand how to use "Solver" to maximum benefit when analyzing equations?

Yes No

Are PivotCharts a snap to create and manipulate?

Yes No

Do you know how to jump from one sheet or workbook to another instantly?

Yes No

Are you able to add graphics to charts and use customized drawing tools?

Yes No

Do you know the step-by-step process for debugging a macro?

Yes No

Add up your "No" answers — even one means you can benefit from *Beyond the Basics*.