



LIVE SEMINAR

Microsoft® Excel®: Beyond the Basics

An accelerated one-day workshop to make you
a Microsoft Excel Pro



THIS SEMINAR AT A GLANCE:

You know the basics. Now become a pro! This accelerated one-day workshop will 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
- Collect and format data the easiest way
- Develop PivotCharts® and manage them in a snap

Microsoft® Excel®: Beyond the Basics

S E M I N A R S U M M A R Y



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 that make work go faster, but you'll also learn the tips and keystroke commands the pros rely on to make data more useful and worksheets easier to manipulate.

You've seen what others can 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.

How we present this material:

Your 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 hands-off teaching 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.

Who will benefit the most:

This seminar is the next logical step for users who have mastered fundamental Excel skills. We suggest that you follow up our Microsoft Excel program with this Beyond the Basics course. This course is especially effective for any user who could benefit from improved quality, accuracy and usability of every Excel worksheet.

PROGRAM AGENDA

Setup and Editing Success

- Seven rules to make worksheet setup easy
- How to conceal data in cells, columns and rows without losing it
- Three steps to protect your data
- Nine keyboard shortcuts that will cut hours from your work
- Tips for 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
- Seven formulas you can use right away to select, extract and combine text entries
- Four 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

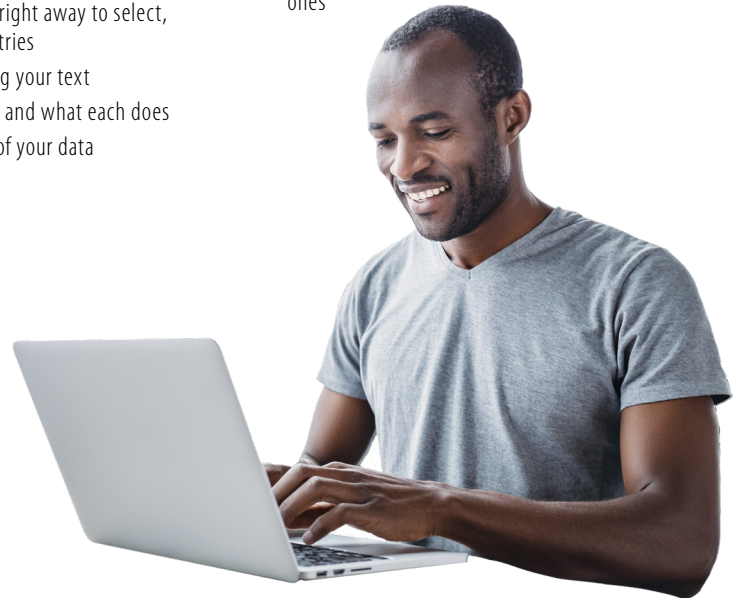
- When to use an automated procedure or macro and when not to
- Tips for recording a complex macro and ensuring it runs easily
- How to assign command buttons to macros
- Techniques for debugging a macro, as easy as 1, 2, 3
- How to start – and use – the Visual Basic Editor

Data Exchange with Other Applications

- Specific steps for exchanging 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 your 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



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Additional information can be found in our FAQs:

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