Think you know everything about Excel? Think again!

You’ll learn about:
- Advanced filters and databases
- Lookup functions: MATCH, INDEX, V- and HLOOKUP
- Custom, interactive macros
- VBE Project Explorer
- PivotCharts and Tables
- Logic functions: IF, AND, OR and NOT
- Importing and exporting data
- Querying external databases
- The Step feature
- Creating custom charts
- Working with data forms
- Goal Seek and Solver

And more!

Covers all versions of Excel for Windows® and Mac®

Enroll on-line at NationalSeminarsTraining.com/AEXL or call 1-800-258-7246

Also available on demand. See inside.
You’ve Mastered the Fundamentals ... Now Put the POWER of Excel’s Advanced Features and Functions to Work for You!

Thanks to an exciting training opportunity coming to your area, you can get up to speed fast on the most advanced features for improving your efficiency and expanding your capabilities in Excel. Advanced Training for Microsoft® Excel®, a comprehensive one-day learning event, has been developed for Excel users who are ready to put this amazing software to work for amazing results.

Excel, the longstanding powerhouse of spreadsheet software, is one of the most commonly used business applications on the planet. As an Excel user, you know that the software has unlimited capabilities for making your job easier and less stressful. But learning the countless features available to you can be a daunting task. This workshop will teach you the most advanced features and functions Excel offers—taking your level of proficiency from basic to advanced. After one day of training, you’ll be amazed at how this powerful program can work for you.

Why Live Training?

<table>
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<th>Ask Questions of Trainers</th>
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<tbody>
<tr>
<td>Our trainers are organizational pros! When you attend a live workshop, you have the unique opportunity to ask specific questions and get real, practical advice about how to adapt techniques and strategies to fit your own work environment.</td>
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<th>Learn From Your Peers</th>
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<td>Live exercises, group discussions and brainstorming sessions are a feature of all of our seminars—which means you have the chance to brainstorm with others, find out if they’ve solved similar issues to the ones you face and come up with new solutions together.</td>
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<th>Take Advantage of Networking Opportunities</th>
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<tr>
<td>When you attend a live seminar, you’re surrounded by other professionals as interested in their career growth and future opportunities as you are. That makes it a great opportunity to make new connections and expand your professional network.</td>
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Group Discount: When three enroll from your organization, a fourth attends FREE!
Who Should Attend?

This training has been designed for Excel® users who are ready to tap into the advanced features and functions for increased efficiency and productivity and for greater capability to analyze and share data.

- Managers and supervisors
- Office managers
- Accounting and finance professionals
- Administrative assistants
- Project managers
- Sales managers
- Business professionals
- Anyone who generates reports, analyzes data or uses spreadsheets in his or her work

10 Essential Applications for the skills you’ll learn in this course:

1. Use Visual Basic® for Applications (VBA) to create macros that will execute scores of commands with a single click

2. Analyze millions of cell values and distill that data into meaningful information you can use

3. Let VBA walk you through setting up simple macros that can create reports, generate statistics and develop new data files

4. Build macros that not only create monthly reports but automatically reset each team member’s worksheets with new YTD and quarterly totals

5. Use the Visual Basic Editor to enhance the power and flexibility of your existing macros

6. Create interactive macros that will prompt users for required data and check entries for accuracy

7. Quickly develop dialog sheets with text boxes, radio buttons, check boxes and pull-down lists for more accurate data entry

8. Set macros to utilize logical constructs such as If … Then statements to perform data evaluation and correction for your users

9. Automatically generate reports, graphs, statistics and totals from data entered by multiple users in a shared workbook

10. Quickly publish your Excel workbook with graphs, charts and reports as a Web page—complete with interactive options

This Seminar Is Also Available on Demand

**Advanced Training for Microsoft® Excel®** is now available on demand—which means you can learn where you want, when you want. Your paid enrollment in the on-demand seminar entitles you to one full year’s access to this seminar training.

Interested in building your skills today? Then consider our on-demand training. Call 1-800-258-7246 or order on-line at NationalSeminarsTraining.com.

Your on-demand access to the seminar is available for an individual; group training programs are available.
Easy Editing Techniques
- Using the Advanced Filter and AutoFilter to display the information you need
- Controlling multiple ranges with AutoFill
- Extracting filtered ranges
- Using multiple criteria for creating advanced filters, databases and list management
- Time-saving keyboard shortcuts

Sharing Workbooks
- Setting up shared workbooks
- View users sharing a workbook
- Change the updated frequency
- Merging shared files
- Creating pull-down menus for shared workbooks

More Than Your Basic Macro
- Macro review: Running, stopping and pausing macros
- Assign macros to buttons and objects
- Starting Visual Basic® Editor (VBE)
- Using VBE to create new macros and edit existing ones
- Using variables in macros
- Creating interactive macros
- Debugging macros with the Step feature

Editing Steps for Macros
- Editing existing macros from the macros menu
- Editing existing macros using Editor
- Streamlining your access to VBA modules with Project Explorer
- Where to find free Visual Basic code for macros

Formulas and Functions
- Building complex formulas quickly and easily
- Using the Function Palette and cutting your work time in half
- Using key logic functions IF, AND, OR and NOT to make data more usable
- Creating conditional formulas
- Using MATCH, INDEX, VLOOKUP and HLOOKUP in large worksheets
- Manipulating text entries with Excel®’s extensive set of functions and formulas

Using Analytical Options
- Using Goal Seek and Solver
- Working with the Analysis ToolPak
- Working with scenarios to analyze data and equations
- Working with view options

Special Section!
Data Exchange, the Web and Excel
Ever wished you could do a quick Internet search for information—right from your Excel spreadsheet? Create hyperlinks in your spreadsheet that will take users straight to a Web page? Import and export text files and XML data? Publish your Excel charts and data on the Web more quickly? We’ll cover all that and more in this special section!

Bring This Course to Your Organization
If you have multiple employees who could benefit from this training, consider bringing it on-site to your organization. Our Enterprise Learning Solutions team can tailor any program to meet your unique needs and core competencies. Learn more at NationalSeminarsTraining.com/CorporateTraining or contact a training specialist at 1-800-344-4613.

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Your Comprehensive 1-Day Agenda

Registration begins at 8:15 a.m. Seminar hours: 9:00 a.m. to 4:00 p.m.

REGISTRATION INFORMATION
Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken on-line 24/7.

Group discount: When three enroll from your organization, a fourth may attend for FREE! Group discounts apply to seminar registrations only and cannot be used for STAR12 or on-demand seminars.

STAR12 Professional Edition—only $499: STAR12 entitles you to unlimited access to all NST seminars (retail priced $399 or less) + Webinars, on-line courses and more for 12 months. Enroll today at joinSTAR12.com.

Check-in begins at 8:15 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

Cancellations and substitutions. Cancellations received up to five working days before the seminar are refundable, minus a $10 registration service charge. After that, cancellations are subject to the entire seminar fee, which you may apply toward a future seminar. Please note that if you don’t cancel and don’t attend, you are still responsible for payment. Substitutions may be made at any time.

CEUs: Continuing education credit may be recognized by your professional board. Contact your own board to find out what’s required. Call our CEU/CPE specialist at 1-800-258-7246, ext. 3100, if you have any questions.

Tax deduction: The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.

FED ID #43-1576558

Take Advantage of Excel®’s Powerful Features and Enroll Today
Excel's advanced features and functions are right there at your fingertips, but they're useless if you lack the knowledge and skills to use them. That's why this course is must-attend training if you want to expand Excel's capabilities and become a power user. Make a commitment right now to join other Excel users from your area for this essential advanced training event.

Advanced Charting, Tables, Databases and Lists
- Using auditing to create a visual map of your data
- Creating custom charts for added interest and relevance to your reporting
- Exploring database functions
- Working with data forms
- Creating data tables
- How to create and manage PivotCharts and Tables

IT’S EASY TO ENROLL!
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ADVANCED TRAINING FOR
Microsoft® Excel

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