

**NEWLY
UPDATED!**

**Covers ALL versions
of Microsoft Excel!**

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ADVANCED MICROSOFT EXCEL[®] TECHNIQUES

Learn how to confidently tackle complex data analysis and advanced charting and graphing issues—and create professional-looking forms and PivotTable[®] reports with ease!



BRAND-NEW! Hands-on two-day workshop that'll give you the skills you need to master Microsoft Excel

Here's just a sample of what you'll learn ...

- | | |
|--|--|
| ■ Drill down to advanced PivotTable settings such as average, minimum, maximum and even custom settings | ■ Save time with the Excel Web Data add-in feature by using Web page data as a data source in your spreadsheet |
| ■ Spend minutes (not hours) creating professional-looking forms like purchase orders, invoices, time sheets and more | ■ How to add data entry control items to your worksheets, including combo boxes, list boxes, option buttons and many others |
| ■ Loading and using the Analysis ToolPak to make complex data analysis a snap | ■ Using the Project Explorer and Visual Basic [®] Editor to view and modify modules, forms and other worksheet code |
| ■ Sparklines, slicers and the search filter—as well as other new and updated features | ■ And much, much more! |

**To enroll, call toll free 1-800-867-4340,
on-line at www.compumaster.net**



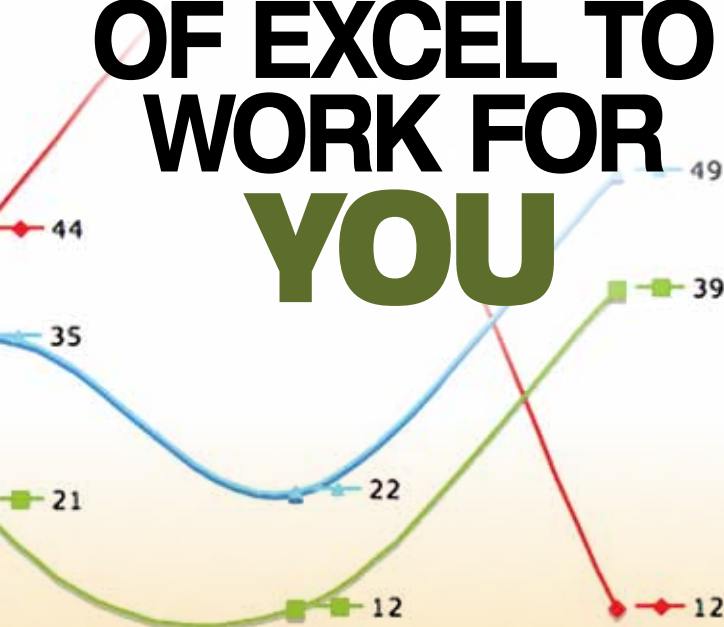
Macintosh[®]

Windows[®]

Presented by:

CompuMaster[®]

PUT THE REAL POWER OF EXCEL TO WORK FOR YOU



Practice what you learn in 8 Hands-on Labs

Day One:

LAB 1: Creating custom fill lists

LAB 2: Creating custom forms

LAB 3: Installing and utilizing the Analysis ToolPak

LAB 4: Creating advanced charts and Sparklines

Day Two:

LAB 5: PivotTable® and PivotChart® reports and slicers

LAB 6: Implementing VBA

LAB 7: Publishing data to the Web

LAB 8: Securing your data

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Microsoft® Excel® is the spreadsheet and reporting software of choice for today's busy professional. From accountants to administrative assistants, from warehouse personnel to the marketing department, you'd be hard-pressed to find a spot in any organization where this well-known software program isn't used.

You may be a casual Excel user or a business owner relying on Excel to keep your organization thriving. No matter which type of user you are, improving your skills and knowledge in Excel can only make your job easier and increase the sophistication of your data reporting and analyzing. Are you just scratching the surface of the power and usability of Excel?

That's what this workshop is all about. With the daily demands we all face, few of us truly get to know all the in's and out's of a software program, and spending countless hours on trial-and-error methods or flipping through huge manuals for the one answer you need is just not practical. Fortunately, it's also no longer necessary—not with this valuable program that's available *right now*.

Each part of the workshop features live, instructor-led demonstrations via computer screen projection, followed up with hands-on exercises. You'll learn from Excel trainers who won't be stumped by the tough questions. They're professionals selected for their in-the-trenches experience and their ability to teach the information in a lively fashion, so you'll leave the workshop retaining the maximum amount of information possible.

Each part of the program focuses on saving-you-time techniques, advanced "how-to's," exploring those previously "programmer only" features and more. Along with this practical and usable training, we'll show you how to integrate your work within the Office "family" for even greater results. If you've ever been frustrated using Excel because you knew there had to be a better way of accomplishing your tasks, you'll soon be on your way to getting more done—and more efficiently—with these power-boosting techniques.

Time-saving shortcuts and design and formatting tips like these will make your spreadsheets pop

- Create a basic chart—one single keystroke is all it takes
- Replace ho-hum data markers with pictures—guaranteed to add the "wow" factor to your charts
- Quick keyboard shortcuts to get you where you want to be in half the time
- Quickly add 3-D effects to your cells for that added punch
- Fast data importing from other applications—never again waste time re-entering existing data
- Insert Sparklines to reveal trends in your data

Get behind the real power of Excel—data analysis and formulas—with these power-user techniques

- Using the Goal Seek function to determine how to get your desired result
- Using the Scenario tool to do a what-if analysis
- Using the Analysis ToolPak to perform virtually any data analysis task
- What the Excel Solver is and how to load it and use it

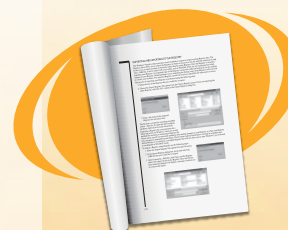
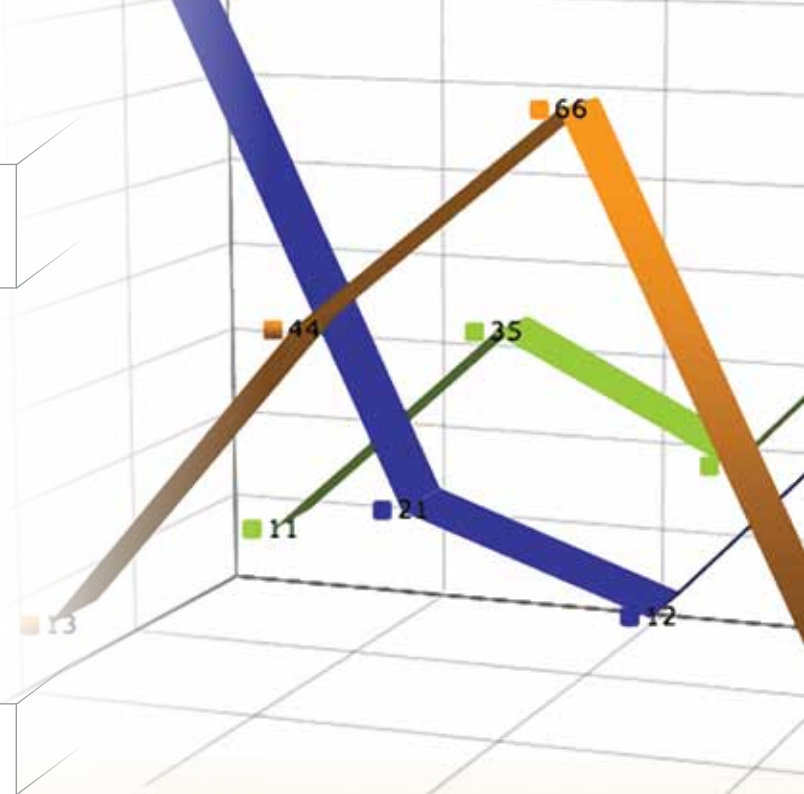
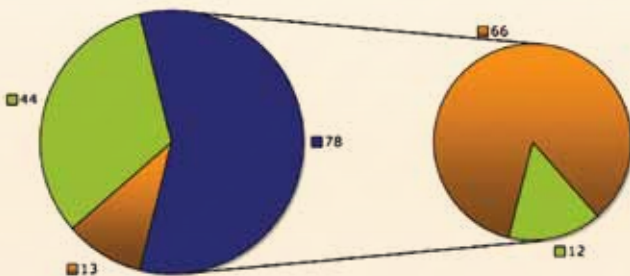
Taking Excel® to a whole new level (you DON'T need a programming degree to take advantage of these advanced techniques!)

- The next time you think “it sure would be nice to ...,” using the skills taught in this class, you’ll be able to make any idea you envision become reality by exploiting the power of Visual Basic® for Applications
- Getting continuously updated data from a Web site into your worksheet
- Making your data secure and unchangeable by others
- Using PivotTable® reports to easily view and organize worksheets with even thousands of rows of data
- Quickly drill down in your PivotTable without having to go back to your source data

You'll build skills and learn techniques you can use immediately

This workshop isn't full of dry theories or textbook explanations. It's two fast-paced, comprehensive days of practical, useful information ... rich with details and “how-to” methods.

Don't miss this opportunity to learn—and practice in hands-on labs—advanced Excel techniques you'll be able to put to use your very next day back at work. Call **1-800-867-4340** to enroll today.



Comprehensive Workshop Manual Is Included

Spend the day learning, not taking notes. Your **Advanced Microsoft® Excel® Techniques** workbook is packed with all the tips, techniques and step-by-step instructions taught in the workshop and fully illustrated with sample screen shots. It's an invaluable reference manual that you'll use over and over again.

**NEWLY
UPDATED!**

**For ALL Microsoft
Excel users!**

Who should attend?

- Current Excel users who want to become Excel power users
- People in the financial industry who want to take full advantage of everything Excel has to offer
- Human resources personnel who use Excel to complete payroll, attendance and other HR functions and want to become more efficient and effective with Excel
- Intermediate to advanced Excel users who want to take their skills to the next level
- People working in accounting offices who use Excel day in and day out and want to learn how to improve both their accuracy and their efficiency
- Anyone using Excel who wants to take it to the max



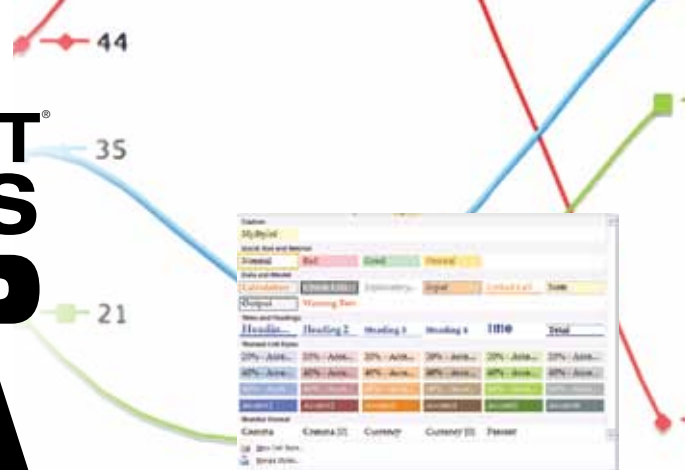
On-site training and keynote speaking ...

We can deliver this workshop right to your company's door or provide customized, you-pick-the-day training on any program pertinent to your organization's training goals. Or let our staff of professional trainers add sparkle to your next corporate or association meeting with a stimulating keynote speech designed just for you. Whether you have 3 or 300 people to train, CompuMaster is the answer. For complete details and a no-obligation quote, call 1-800-867-4340 and ask for the on-site training department.

TO ENROLL,

call toll free **1-800-867-4340**, on-line at **www.compumaster.net** or fax us at **1-913-432-4930**

ADVANCED MICROSOFT EXCEL® TECHNIQUES WORKSHOP AGENDA



Change the format of the entire worksheet and make it more appealing with just 4 clicks of the mouse

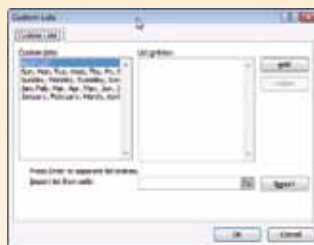
Day 1: 9:00 a.m. – 4:00 p.m.

SESSION 1:

Time-saving techniques

To really get the most out of Excel, you need to know not only *how* to accomplish certain tasks but how to accomplish them *fast*. That's what this session is all about. You'll learn some quick keyboard shortcuts that'll get you where you want to be many times faster than using your mouse to maneuver through your worksheets. You'll also uncover some amazing techniques for importing data so you don't have to re-enter data from other applications. You'll also learn ...

- Quick and easy techniques to import data from virtually any kind of file or database system, such as Microsoft SQL Server®, into Excel
- How to format large blocks of cells quickly and efficiently with the power of Format Painter
- Make your titles and headings stand out by using the Merge and Center formatting feature
- Simple techniques to import and export your data to and from XML files
- Merge data from multiple worksheets and keep the information up to date using external references
- How to quickly create custom AutoFilters to view your data the way you want to and how to take advantage of the new search filter



Create custom fill lists that ensure accurate data entry

SESSION 2:

Designing forms and formatting

Using Excel to create custom forms such as invoices, purchase orders and others is a great way to take advantage of some of the advanced features it has to offer. This session will show you how to create virtually any type of form quickly—and with features you might not have thought were even possible. You'll discover ...

- How to create stunning 3-D effects with your cells and implement the new artistic effects on images in your worksheets
- Using templates to create your worksheet can have you finished and on to the next project in a fraction of the time

- How to use Excel to quickly create professional-looking forms in minutes (not hours!)
- How to implement conditional formatting, take advantage of the new icon sets and a dozen other formatting tips and techniques for making your data stand out
- How to add control items to your worksheets, including combo boxes, list boxes, option buttons and many others

SESSION 3:

Data analysis and formulas

The real power of Excel is in data analysis, and that's what this session is all about. You'll dive headfirst into the data analysis techniques and formulas found in Excel, but you won't have to be a mathematician to make sense of all the possibilities Excel has to offer. We'll explain the most commonly used functions and analysis tools in plain English so you'll walk away with the skills you need to get the most out of Excel. You'll learn ...

- A technique that allows you to sum only the data that meets conditions you specify
- Using the Goal Seek function to help determine how to get your desired result
- The right way to use the Lookup Wizard to help you write a formula that finds the value at the intersection of a column and a row
- What the Excel Solver is, how to load it and how to take advantage of the new user interface to get the most out of it
- How to use the Scenario tool to do a what-if analysis



How to load and use the Analysis ToolPak to analyze data far and beyond your daily needs

SESSION 4:

Advanced charting and graphing functions

Virtually anyone can put some numbers down in a spreadsheet, select them and then click the Chart Wizard button to create a reasonable-looking chart, but it takes advanced skills to make charts and graphs with stunning effects that really capture the reader's attention. In

this session, you'll learn how to create some amazing special effects that'll give your charts a professional appearance without taking hours to complete. You'll find out ...



Create a donut chart to display multiple years of data

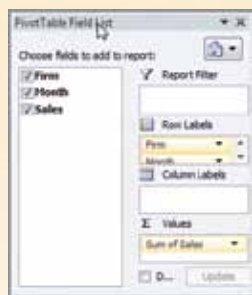
- How to quickly create a basic chart with a single keystroke
- Use pictures to create exciting charts that are even more descriptive than typical line and bar charts
- How to insert a Sparkline into a cell to instantly reveal patterns in your data
- How to know which chart or graph type to use
- How to add a chart—or virtually any kind of image—to a comment that displays when the user moves the mouse over a cell

Day 2: 9:00 a.m. – 4:00 p.m.

SESSION 5:

Getting the most out of PivotTable® and PivotChart® reports

Trying to view and understand worksheets that contain hundreds or even thousands of rows of data used to be a nearly impossible task. But now you can use PivotTable reports to view and organize your Excel® data quickly and easily, and that's what you'll learn in this session. You'll discover how you can organize your data with just a few simple mouse clicks to see comparisons, reveal patterns and analyze trends. You'll also find out ...



Move or "pivot" your data with a simple click of the mouse

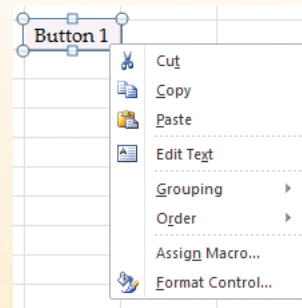
- The in's and out's of Excel PivotTable and PivotChart reports, including the terminology used in PivotTable reports
- How to use slicers and other techniques to quickly drill down in your PivotTable without having to go back to your source data to identify specific information
- The quick and easy way to create a PivotTable using the PivotTable Wizard
- The techniques that allow you to instantly restructure your PivotTable and change the information reported
- How to change your PivotTable field settings to a variety of options such as average, minimum, maximum or even custom settings

SESSION 6:

Maximizing the power of Excel with VBA and macros

You don't have to have a degree in computer programming to take advantage of the power and flexibility of Visual Basic® for Applications. In fact, in just this one session, you'll gain the skills necessary to take Excel to a whole new level and uncover the real potential it has to offer. This session begins by showing you how to use the macro recorder. Then you'll find out how to manually create macros and how to modify and tweak the code behind them. You'll discover ...

- A simple tool for learning VBA syntax, including how to reference specific cells, a range of cells, worksheets and more
- How to use loops to repeat commands multiple times
- View and modify modules, forms and other worksheet code using the Project Explorer and Visual Basic Editor
- How to write conditional If/Then statements in your code that can be used to execute other functions, control program flow, allow user input and perform many other functions
- How to programmatically customize both the ribbon and the new Backstage view

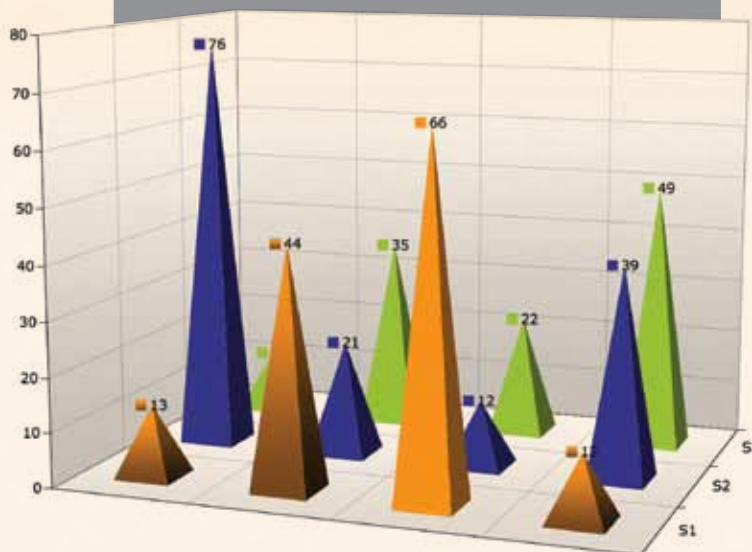


Add a button control using VBA that runs a macro when clicked

(continued on page 6 ...)

Your satisfaction guaranteed!

Your complete satisfaction is important to us. If you're dissatisfied for any reason, just return your workshop materials and we'll issue you a refund or arrange for you to attend another CompuMaster program. It's that simple.



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WORKSHOP AGENDA

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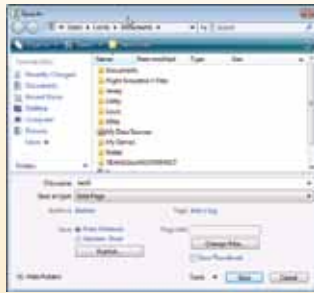
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SESSION 7:

Excel® and the Internet

Microsoft® has made it easy to publish your data on the Internet or your local intranet, but you have to know the right techniques to use in order to get the right results, and that's just what you'll learn in this session. We'll show you how to save your spreadsheet to the Web quickly and easily, with professional-looking results that look like it took you hours to create. You'll learn ...

- How to get continuously updated data from a Web site into a worksheet
- Creating a macro that will update a chart published to a Web page at regular intervals
- How to make the right choices when saving data to a Web page
- Save time with the Excel Web Data add-in feature by using Web page data as a data source in your spreadsheet
- Understanding how to collaborate and share a workbook both with and without Excel Services



Publishing and updating spreadsheets to the Web as a Web page

SESSION 8:

Validating and securing your data

Having data in your spreadsheet is only half the battle. Making sure your data is valid and secure is extremely important, and that's what this session is all about. Your spreadsheets are only as good as the data they contain, and human error in data entry is an extremely common problem. We'll show you some of the best techniques to help eliminate human error from your data management equation. You'll learn ...

- How to lock values and formulas in your Excel worksheets
- Track down mistakes in your worksheet using the Formula Auditing tools
- How to use Information Rights Management (IRM) to protect your Excel files
- How to share your Excel workbook and not worry about someone making changes that'll ruin your work
- How to use Data Validation to make sure the data going into any cell meets the criteria you've specified



Understanding the new Protected View and how to modify the Protected View settings

Registration information

Your tuition is tax deductible. Even the government smiles on professional education. All expenses of Continuing Education (including registration fees, travel, meals and lodging) taken to maintain and improve professional skills are tax deductible according to Treasury Regulation 1.162-5 Coughlin vs. Commissioner, 203 F2d 307.

Continuing Education Credit: CompuMaster offers Continuing Education Credits based on program length and completion in accordance with the National Task Force for Continuing Education guidelines for attendance at our seminars (save this brochure and your Certificate of Attendance). Please contact your professional licensing board or organization to verify specific requirements. You may also contact us at 1-800-867-4340 for additional assistance.

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Important information

Our registration table opens at 8:15 a.m. on the first day. When you arrive at the hotel, please check the directory for the exact location of the workshop. Our registrars will greet you, assist you with your registration (or collect your Express Admission Ticket), hand you your workshop materials and direct you toward your seat. You'll also want to take the opportunity to meet other professionals from your local area. Introduce yourself! You may meet a new friend. Plan to be registered and ready to go by 8:50 a.m.

We begin each day at 9:00 a.m. on the dot and wrap up at 4:00 p.m. Lunch is on your own from 11:45 a.m. to 1:00 p.m. Why not invite another participant to dine with you? You can share information, review the morning and make each day even more enjoyable.

Parking. We do our best to find workshop facilities that have all the pluses we look for: Convenient location, great meeting rooms, courteous staff and plenty of free parking. However, some facilities have paid parking only. You may want to check with the facility personnel to determine parking fees—often they can direct you to free parking just around the corner.

Audio/video recording. Our programs—both what you see and what you hear—are fully copyrighted by CompuMaster. No audio or video recording, please.

Still haven't picked up the phone?

Five more good reasons why you will want to attend this program ...

1. **Our trainers are the best ... period.** We choose only the pros who have a proven track record of training effectiveness, professionalism and expertise. And what's more, they're exciting communicators who'll provide you with two of the most interesting days you've ever spent.
2. **We give you only the most important, important information.** There's a lot of information out there that could take you years to gather on your own. In two fast-paced days, we'll give you what we believe is the best, most important information to help you be the best you can be.
3. **Practicality is emphasized.** You will leave this workshop with specifics you can apply immediately. And you won't go home empty-handed. You'll leave this workshop with a Certificate of Attendance; a soundly researched, unabridged workbook; and step-by-step guidelines for using the information you've just learned. We promise you'll get results your very next day back at work.
4. **The value is unbeatable.** Not only is our enrollment fee among the lowest you'll find, when four or more enroll from the same organization, you'll enjoy a significant discount.
5. **Our guarantee is unconditional, straightforward and the very best in the industry.** How can we be so confident? Because we work hard *before* the workshop to make sure you're happy *after* the workshop. Pertinent, up-to-date information you can really use, a convenient meeting location, workshop registrars who are courteous and helpful and a trainer who grabs your attention and takes you on an exciting journey full of fun and *facts*. We believe you'll love every minute of it. Millions of satisfied participants from around the country are sold on CompuMaster workshops. Why not join them?

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call toll free **1-800-867-4340**, on-line at www.compumaster.net or fax us at **1-913-432-4930**

Yes, I can't wait to attend ...

ADVANCED MICROSOFT EXCEL TECHNIQUES

Here's just a sample of what you'll learn ...

- Time-saving techniques that'll allow you to get your work done faster with Excel
- How to create professional-looking forms such as invoices, time sheets, purchase orders and more
- Adding and using the Analysis ToolPak to make complex data analysis a snap
- How to add power to your spreadsheets with Visual Basic® for Applications, including a quick way to learn VBA syntax
- And much, much more!

Enroll now—limited space available!

✓ **By phone:** 1-800-867-4340
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✓ **On-line:** www.compumaster.net

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Complete and mail enrollment form to:
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✓ **By e-mail:** enroll@skillpath.com

Cancellations and substitutions. Cancellations received up to five working days before the workshop are refundable, minus a \$25 registration service charge. After that, cancellations are subject to the entire workshop fee, which you may apply toward a future workshop. 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.

Registration information Please note: If you've registered by phone and paid with a credit card, it's not necessary to return this form.

Mr. _____ Title _____
Ms. _____

E-mail Address _____ (Program # _____)

Mr. _____ Title _____
Ms. _____

E-mail Address _____ (Program # _____)

Mr. _____ Title _____
Ms. _____

E-mail Address _____ (Program # _____)

Mr. _____ Title _____
Ms. _____

E-mail Address _____ (Program # _____)

Please fill in the city and date where you'll attend

Workshop city: _____

Workshop date: _____

Workshop city: _____

Workshop date: _____

Workshop city: _____

Workshop date: _____

Workshop city: _____

Workshop date: _____

Please list additional registrations on a separate sheet and attach.

Mr. _____ Title _____
Ms. _____

Approving Supervisor
Organization _____

Mailing Address _____

City, State, ZIP _____

Telephone _____ Ext. _____

Fax _____

Mailing information Please fill in the spaces below with the information that appears on your mailing label.

Your Preferred Customer Number: _____

Your VIP Number: _____

Payment information Please pay before the workshop.

Please add applicable state and local tax to your payment for programs held in Hawaii, South Dakota and West Virginia.

Confirming phone registration: # _____

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Card number _____

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Expiration date _____

Invoice my organization

Attention: _____

Signature _____



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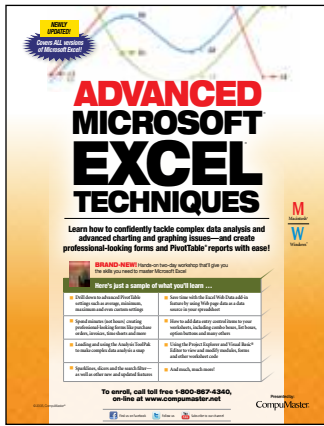
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Learn advanced techniques
from true Excel® experts

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