Presented by:

CompuMaster®

A comprehensive one-day workshop
Loaded with the practical, easy-to-implement tips and techniques you need to get more done in less time and discover the real power of Excel®!

Getting the Most From

Microsoft® Excel®

TROUBLESHOOTING SKILLS … solve your toughest and most frustrating problems—including printing, editing, formula errors, data validation and more

ESSENTIALS … uncover some of the newest features of Excel, what icon sets are and how to use them, how to use the Sort and Filter features, quickly inserting objects in your worksheets, plus how to utilize the Recommended Charts feature for the right chart to get your point across

HOW TO EASILY CREATE flawless spreadsheets, financial reports, presentation-ready graphs, charts and maps and professional-looking graphics, as well as data connections to databases, Web pages, text files and more

PROTECT SHARED FILES CONFIDENTLY … learn how to protect your valuable data and share it with others without worrying about losing it

POWER USER'S TIPS, TECHNIQUES AND SHORTCUTS … all the special secrets you'd love to know on making Excel an even faster, more powerful, more flexible resource: Customizing the ribbon, using the Name Manager, Sparklines, the Quick Analysis tool and much more

WE'RE COMING TO YOUR AREA …

Facebook/SkillPath   @SkillPath   SkillPath Seminars

M Macintosh® | **W** Windows®   *Includes all versions of Excel for both Windows® and Macintosh®*

What can this workshop do for you?

1 ▸ You'll get more done in less time

Do you have more to do than you can get done each day? This workshop will show you how to work smarter, not harder. You'll learn how to breeze through all types of functions, data imports, graphs and financial reporting using little-known shortcuts and time-saving techniques that will leave you with professional results *and* time to do other things.

2 ▸ You'll learn and retain more in one day than you can imagine

We've presented thousands of computer software classes and found that adults learn more about Excel® and retain that knowledge better through our unique "reinforced demonstration" teaching methods—without using student computers. After all, this workshop isn't about teaching beginners how to use the keyboard or increase "point-and-click" skills. It's designed to teach specific how-to and problem-solving skills to users who already know the basics of computers and software. Plus, you won't be waiting for others to finish so you can progress!

3 ▸ You'll increase your abilities

Do you ever find yourself searching through an Excel manual … wishing you had an Excel expert to ask … or even giving up in frustration and "working around" features you know Excel is capable of because you don't know how to use them? This workshop will show you how to use (and remember) those important features, how to troubleshoot and fix common problems and how to end your Excel frustrations for good, plus much more. After the workshop, *you'll* be the one others are coming to for advice and assistance!

4 ▸ You'll get great resource materials

Not only will your head be full of useful information at the end of the day—you'll also go home with a comprehensive, detailed workbook full of examples, screenshots, step-by-step instructions and your notes from the day. Your workbook will be the perfect refresher for questions or clarification on what you've learned, and it's a great resource for any other Excel functions or operations you'd like to learn about.
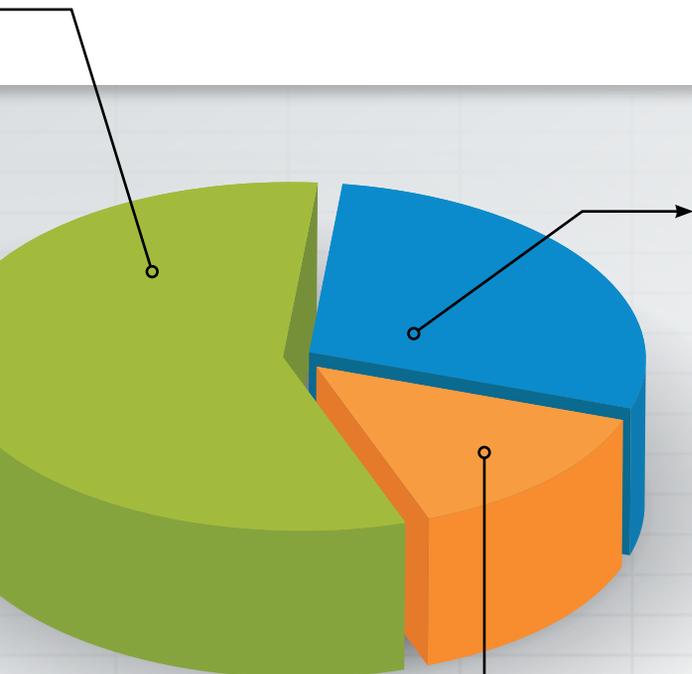
On-site training and keynote speaking …

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.

Just one day—that's all it takes to get the performance you need from Excel®!

Here's what you'll learn:

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

This workshop isn't full of dry theories or textbook explanations. It's a fast-paced, comprehensive day of practical, useful information … rich in details and how-to methods that reflect how real people use Excel to do their jobs every day. Our instructors are more than just great speakers—they're chosen for their real-world experience and plain-spoken teaching style so what you get is exactly what you can use your next day at work.

6 **You'll get our money-back guarantee**

We guarantee you'll be happy with what you learn during this workshop or we'll return your registration fee. It's that simple—and the workshop is *that* good.

Getting started— Excel essentials

Formatting and styles— Getting the look you want

Formulas and functions—The real power of Excel

Objects, charts and Sparklines

Managing your data— Connections, sorting, filtering and data tools

Reviewing, sharing and printing

Comprehensive workshop manual is included

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

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

Workshop Agenda

1 GETTING STARTED—Excel® essentials

In this informative first session, we'll show you how to get started on the right foot. You'll explore the start screen in Excel and how you can get a jump on your project by taking advantage of a collection of professionally designed templates, including budgets, calendars, forms, reports and more. You'll also find out how to customize the interface to make working with Excel even easier. You'll also discover …

- What you need to know about the Excel interface including working with the ribbon
- How to customize the ribbon to increase your productivity and even create new tabs and hide the ones you never use
- What you need to know about the changes in the Backstage view
- Workbook and worksheet essentials— how to create, manage, save and rename workbooks and worksheets
- How to increase your productivity with special keyboard shortcuts and mouse techniques
- How to make sense out of the huge number of file types when it comes to saving your work
- How to uncover all the different Options settings and find out which ones you may want to change depending on how you use Excel
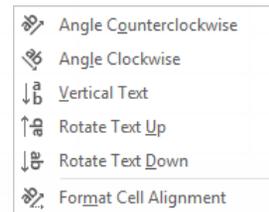
How to manage multiple versions of your workbooks

2 FORMATTING AND STYLES— Getting the look you want

In this session, you'll learn how to create professional-looking worksheets that are easier to read and understand. You'll find out how to use predefined styles and how to manually create your own unique styles that dramatically improve the appearance of your worksheets. You'll learn …

- How to modify the format of numerical data in your worksheets
- How to format large blocks of cells quickly and efficiently with the power of Format Painter
- How to use the Themes option to quickly change the overall appearance of your worksheet
- How to implement conditional formatting, take advantage of icon sets, utilize improved data labels and a dozen other formatting tips and techniques for making your data stand out

- Quick cell formatting from predefined styles
- How to easily select a range of cells and convert it into a great-looking table that stands out on your worksheet
- Secrets of the Merge and Center button and how to use it to create professional-looking headings

How to change the orientation of text in a cell with just two clicks of the mouse

- How to use the Format option to modify cell sizes and visibility and organize and protect your worksheets

## 3 FORMULAS AND FUNCTIONS— The real power of Excel

In this session, you'll uncover the real power of Excel. You'll learn how to create formulas using the functions built into Excel to really make sense out of your data. You'll learn about the functions contained in the Function Library, including many of the newest ones, and how to correctly use them in your formulas. You'll also find out how to troubleshoot formula errors and how to quickly resolve them. Also in this session …

- Master the mysteries of relative and absolute cell references— "must-know" information for working with formulas
- Discover the Function Library and how to add functions to your formulas and make sure you're using the correct syntax
- How to use the Insert Function dialog box and quickly get help on how the selected function works
- How to use the Name Manager to name a data range and use it in your formulas to save time and effort
- How to use the Error Checking feature to spot common errors in formulas
- How to use the Watch Window to see the values of selected cells as you change values on your worksheet
- How to use the Evaluate Formula dialog box to check each part of your complex formulas individually to locate and correct any errors
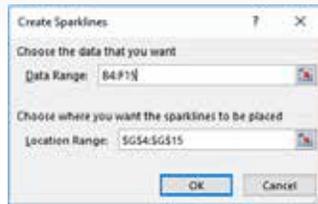- How to take advantage of the Quick Analysis tool to get instant data analysis
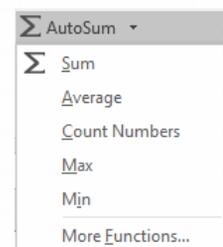
Uncover the other functions that can be accessed from the AutoSum button

4 ▶ OBJECTS, CHARTS AND SPARKLINES

In this session, you'll learn how to create stunning visual effects by adding objects, charts and Sparklines to your worksheets. You'll learn how to make your worksheets come alive with 2-D and 3-D charts, Sparklines and other objects that can instantly convey the information contained in your data. You'll learn …

- How to quickly insert objects such as pictures, clip art, shapes and more with just a few clicks of the mouse
- How to insert complex mathematical equations and symbols into your worksheets
- How to use the Screenshot feature to quickly insert a screenshot of any open application

How to insert a Sparkline in a cell for a visual representation of your data

- How to quickly select your data and insert a chart into your worksheet
- The best way to visualize your data in a chart by using the Recommended Charts feature
- How to use the Chart Tools to create stunning charts that have that professional look
- The changes to the Chart Ribbon and how to create a combo chart
- Stock, Surface, Doughnut, Bubble and Radar—how using advanced chart types can capture your audience's attention
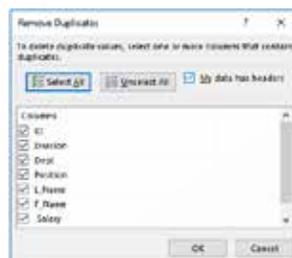
5 ▶ MANAGING YOUR DATA—Connections, sorting, filtering and data tools

Have you ever retyped data from a text file, database or other application into Excel®? Well, we'll show you how to automatically import data from a variety of sources directly into Excel and save hours of work. Once you've got your data into Excel, you need to know how to sort and filter the data to pull up only the information you need, and that's also included in this session. In this session, you'll learn …

- How to connect to a variety of data sources, such as SQL Server®, Windows Azure® Marketplace and others, and import data into Excel
- How to use the Sort feature to sort on not only values of cells but the color of the cells, color of the cell font and more

How to quickly remove duplicate rows from a worksheet

- How to prevent bad data from being entered by using the Data Validation feature
- How to automatically add subtotals to several rows of related data with just a couple of mouse clicks
- How to use the powerful filter features of Excel to view only the data you have need of
- How to insert a slicer to interactively filter data
- How to easily separate the contents of one cell into multiple columns such as first and last names
- How to take advantage of the Flash Fill tool to quickly fill out an entire column of data
- How to create custom lists for use in sorts and fill sequences

6 ▶ REVIEWING, SHARING AND PRINTING

In this session, you'll learn how to easily share your workbook with others, but you'll have the confidence to know that your data is secure. You'll also find out how to review a worksheet, add comments, track changes and finally how to print an entire worksheet or only the portion you need. Included in this session …

- How to add comments to a worksheet
- Keeping track of the changes made to a spreadsheet by others so you can decide which to keep and which to discard
- How to protect a workbook so that only those you choose can open it
- The steps you'll need to take in order to share your workbook with others, including how to use the OneDrive® for Business feature
- How to quickly check for issues such as compatibility with previous versions before you share your workbook
- How to create a range of cells that other users can edit while the rest of the worksheet is locked
- How to save time by creating a custom view to select a print area you need to print on a regular basis
- How to use the Print Titles feature to specify rows and columns to repeat on each printed page
- How to use the Browser View Options feature to pick what users can see when the workbook is viewed on the Web
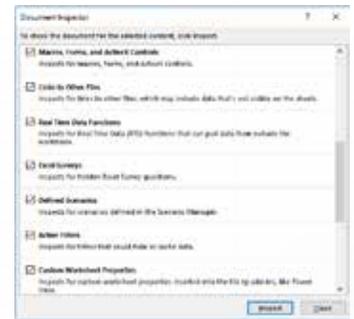
How to remove personal information from a workbook before it is shared

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

Loaded with the practical, easy-to-implement tips and techniques you need to get more done in less time and discover the real power of Excel®!

> *"I really got an understanding of Excel and how it could work for me. Also a host of examples to simplify and speed up the reports for which I'm currently using Excel. I'm anxious to get to work and put this new knowledge to use."*
>
> – D.J. Wilson Miller
> Business Benefits Corporation

> *"Really learned a lot! Was shown aspects I wasn't aware of—as well as shortcuts! Looking forward to using Excel with these new tips and techniques."*
>
> – Robert DeArmon
> Preferred Networks, Inc.

> *"I feel more confident going back to work and experimenting with the tools I learned."*
>
> – Dawn Neathery
> Drover Street Federal Credit Union

> *"I like to think of myself as an Excel guru, only this workshop proved me wrong! Lots of inside tips and shortcuts were discovered today. Thank you for such an engaging presentation."*
>
> – Cindy Town
> Western Michigan University

★star12®

No-limit access to live seminars, Webinars and on-demand content

For one low annual fee, STAR12 subscribers get **UNLIMITED seminar and Webinar attendance + 24/7 access to online training and professional learning tools**. Boosting your professional growth has never been easier—and the value is unbeatable! Corporate pricing available. Sign up today at **skillpath.com/STAR12** or call **1-800-873-7545**.

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

1. **Our Excel 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 one of the most interesting days you've ever spent.

2. **We give you only the most <u>important</u>, important information.** There's a lot of information out there that could take you years to gather on your own. In six short hours, 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 seminar 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, but 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?

✔ Your satisfaction guaranteed!

Your complete satisfaction is important to us. If you're dissatisfied for any reason, let us know right away—we'll issue you a refund or arrange for you to attend another CompuMaster program. It's that simple.

It's easy to enroll!

Online:	**www.compumaster.net**
By phone:	**1-800-867-4340**
By email:	**enroll@skillpath.com**
By fax:	**1-913-432-4930**
By mail:	**CompuMaster** P.O. Box 804441 Kansas City, MO 64180-4441

When enrolling, please include: Name and mailing address, session you wish to attend, your VIP number as it appears on your mailing label, approving manager and billing information.

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 v. Commissioner, 203 F2d 307.

Cancellations and substitutions. Cancellations received up to five working days before the workshop are refundable, minus a $10 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.

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). Our courses may also qualify for other continuing education credits based on the content and specific credit hours awarded for each topic. 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. This course qualifies for 6 contact hours.

Important information

Our registration table opens at 8:15 a.m. 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 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 the 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.

CMEXW #06171 A

PLEASE RECYCLE

Printed in the USA

Newly updated!

A comprehensive one-day workshop

Getting the Most From

Microsoft®

Excel®

TROUBLESHOOTING SKILLS

EXCEL ESSENTIALS

EASILY CREATE SPREADSHEETS, REPORTS AND MORE

PROTECT SHARED FILES CONFIDENTLY

POWER USER'S TIPS, TECHNIQUES AND SHORTCUTS

Loaded with the practical, easy-to-implement tips and techniques you need to get more done in less time and discover the real power of Excel!

M Macintosh® | **W** Windows®

Presented by:

CompuMaster®