

Excel with Excel Learning Series

Live Training Webinars with Dawn Bjork Buzbee, MCT, The Software Pro®

Even if you use Microsoft Excel every day, you are probably missing many of the tools and techniques designed to help you move forward with your projects. How effectively are you using Excel to create, format, and analyze your important data? Do you know how to use all of the new features in Microsoft Excel 2010 or Excel 2007? How much time are you wasting trying to hunt down the how-to steps to get your work done? In these tips-packed, web-based training sessions, you will learn the smart and easy steps you need to build your skills and achieve the results you want in Microsoft Excel.



Be an Excel Expert! Each webinar is designed for novice to intermediate Excel users to expand their knowledge and talents working with Excel; likely to fill in learning gaps for even advanced users too! All sessions focus on step-by-step Excel 2010 and Excel 2007 features and tools and include **live webinar, video recording** of the training, and **participant workbook**.

Training webinars are presented personally by **Dawn Bjork Buzbee, MCT, The Software Pro®**, Microsoft Certified Trainer, Certified Microsoft Excel Expert, and Certified Microsoft Office Specialist (MOS) Master Instructor.

Individual: \$37/session; \$177 for complete series (20% savings)
Single-user license only; not for sharing

Group/Site: \$99/session; \$477 for complete series (20% savings)
Show in one conference room or training lab;
great for Lunch & Learn workshops, staff meetings, and quick, focused training;
includes group/site license for video recordings

SAVE THESE DATES:

- **Excel with Excel: Top Essential Functions** May 29, 2012
- **Excel with Excel: Filtering & Sorting Techniques** June 12, 2012
- **Excel with Excel: Linking & Sharing Data** June 26, 2012
- **Excel with Excel: Getting Started with PivotTables** July 10, 2012
- **Excel with Excel: Charts & Graphics** July 24, 2012
- **Excel with Excel: Getting Started with Macros** August 7, 2012

Busy schedule? Out of the office? Can't attend a training session? A video recording of each webinar is included with your registration so you can still get the training even if you can't connect for the "live" meeting

Time for webinars: 1:00 PM Mountain (12:00 PM Pacific, 2:00 PM Central, 3:00 PM Eastern)
60-75 minutes each

-Detailed descriptions on back-

Be an Excel Expert!

Register for Your Excel with Excel Training at
www.ExcelWebinars.com or call (303) 699-6868

Microsoft
CERTIFIED
Trainer

Excel with Excel Training Webinar Descriptions

Excel with Excel: Top Essential Functions

Tuesday, May 29, 2012 (1:00 PM MST)

More than 400 functions are built into Microsoft Excel for simple to complex calculations. Regardless of your work or industry, which of these functions are likely to be most valuable to you to build formulas, analyze data, extract key information, and to more effectively use your Excel worksheets? In this session, focus on many of the frequently used and helpful functions in Microsoft Excel.

- Review of function basics and arguments; SUM, AVERAGE, MAX, MIN
- COUNT and COUNTA
- ROUND
- Creating named ranges
- Data analysis with IF, SUMIF, COUNTIF, and VLOOKUP
- DATE functions
- TEXT functions

Excel with Excel: Filtering & Sorting Techniques

Tuesday, June 12, 2012 (1:00 PM MST)

Excel is a powerful program for managing and analyzing lengthy lists of data. What tips, tricks, and techniques do you need to know to quickly and easily sort and filter a range or table of data? Join this training course to explore the shortcuts and solutions for effectively working with large worksheets of data.

- Discover the differences between a data range, data list or table
- Tips for formatting data lists
- Filtering data with AutoFilter
- Sorting data in a worksheet
- Applying conditional formatting for quick analysis
- Using Data Validation to control data entry
- Creating, viewing, and removing Subtotals
- Advanced Filter techniques

Excel with Excel: Linking & Sharing Data

Tuesday, June 26, 2012 (1:00 PM MST)

Some of the most useful and time-saving features in Excel are the choices to link and share worksheet data. In this course, find out how to easily reference and summarize data from other worksheets, learn how to use Excel data in other programs, look at options to share workbooks and protect data, and how to manage user comments and changes.

- Linking within a workbook
- Linking and updating across workbooks
- Using the Consolidate command
- Sharing Excel data with other programs (Word, PowerPoint)
- Applying protection and sharing properties
- Handling comments and revisions
- Creating hyperlinks to other files and resources

Excel with Excel: Getting Started with PivotTables

Tuesday, July 10, 2012 (1:00 PM MST)

Many people avoid exploring PivotTables in Excel because they have a reputation for being hard to create and understand. Find out how to quickly and easily create and modify PivotTables and see how they might literally save you hours, or even days, when you need to summarize and evaluate your important worksheet data.

- What is a PivotTable?
- Creating a PivotTable
- Formatting and modifying a PivotTable
- Summarizing data
- Exploring PivotTable options
- Sorting and filtering in a PivotTable
- Adding a Slicer to filter data
- Creating calculations in a PivotTable
- Creating a PivotChart

Excel with Excel: Charts & Graphics

Tuesday, July 24, 2012 (1:00 PM MST)

Not all of Excel is about crunching numbers. Excel is also an easy yet powerful program for creating charts and graphics. With this training, you'll discover how to use Excel's graphics capabilities to display your data in a chart and learn how to use Excel's other drawing and diagram tools to enhance your worksheets.

- Understanding how Excel handles charts
- Creating and customizing a chart
- Modifying chart format and options
- Adding mini charts with Sparklines
- Creating graphics and diagrams with shapes and SmartArt
- Using the easy screen capture tool

Excel with Excel: Getting Started with Macros

Tuesday, August 7, 2012 (1:00 PM MST)

If you have tasks in Microsoft Excel you perform repeatedly, you don't have to keep doing each step manually. Instead, create macros to automate these actions. In this session, find out how to plan, create, edit, and run macros in an Excel workbook.

- Understanding and planning macros
- Creating macros with the recorder
- Working with macro security
- Absolute vs. relative recording
- Easy editing of macros (programming not required)
- Running macros with keyboard shortcuts
- Running macros with a Quick Access Toolbar button
- Running macros with a graphic

The **Software Pro**[®]



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Note: Excel 2003 will not be specifically addressed due to the dramatic changes in the Excel interface and features with the latest versions of Microsoft Excel although some topics (functions, linking, macros) would still be of value to Excel 2003 users.