



An effective 2-day seminar for beginning to advanced users

# Mastering Microsoft<sup>®</sup> Excel<sup>®</sup>

**Packed with shortcuts, tips and  
straight answers to all your Excel questions**

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Fred Pryor Seminars  
P.O. Box 219468  
Kansas City, MO  
64121-9468

In just 2 days, become a more confident, accomplished Excel user, banish “spreadsheet phobia” forever and discover how to get more out of this powerful program than you ever thought possible!

**Manage** Excel’s many Help features like a pro — no more slogging through manuals or calling tech support when you get stuck

**Design** attention-grabbing spreadsheets packed with all kinds of “bells and whistles” — charts, graphs, fonts, borders, shading and more!

**Customize** the interface to help you breeze through the spreadsheets that you manage most frequently

**Use** formulas and references to perform calculations and manipulate data

**Learn** how to integrate Excel with PowerPoint<sup>®</sup>, Word, Access<sup>®</sup> and the Internet

**Create** and design databases to store, sort and analyze any type and amount of data

**Gain** tips for managing large, unwieldy spreadsheets

**And much more!**

**COVERS  
Excel 2010  
AND PREVIOUS  
VERSIONS!**

# 2 days of intensive training that really delivers!

Can you really “master” Excel in just 2 days of training? You bet you can! This is training at its most efficient and effective. You will learn how to create spreadsheets; input data; perform mathematical calculations; develop workbooks; edit cells; and use formulas, functions, Wizards and much more — all under the watchful eye of your expert trainer.

**This is the kind of real-life, practical experience that lectures or book learning alone just can’t deliver.**

This fast-paced, intensive journey through Excel’s exciting capabilities — combining lectures, trainer demonstrations and group discussions — will develop your Excel skills like no other seminar.

**“Computerless” training makes every moment count!**

You can learn more in less time with our dynamic hands-off teaching approach. You’ll be able to concentrate and learn without being slowed down by keyboarding or having to wait for the entire group to catch up. (And doesn’t a day away from the computer screen sound great?) Every key point and significant Excel operation will be displayed on a large, viewer-friendly screen. Once you’ve returned to the office, you can try everything you’ve learned at your own speed and convenience with the techniques summarized in your complimentary workbook.

**Learn from Excel experts!**

As professionals in a variety of technology-related fields, Fred Pryor trainers bring years of real-world experience, insider knowledge and technical expertise to the Pryor family of training courses.

You may rest assured that our trainers are highly qualified experts who know their topics inside and out and — just as important — they possess the patience, ability and know-how needed to successfully educate others. We hand-pick the Microsoft Excel experts who are the most qualified at all levels to train our clients ... and we guarantee an enjoyable, fast-paced learning experience that delivers everything we promise.

**You could spend 3 days, 4 days — even a week — attending an Excel training course of this caliber ...**

But why would you? This course is carefully designed to deliver the most information in the least amount of time. Through research, interviews and client input, we’ve found that a 2-day seminar is optimal for this type of material — long enough to learn everything you need, yet short enough that your department or organization won’t fall apart without you.

Our expert course designers have distilled the essentials of Excel from books, manuals, CDs, courses, IT experts and of course, their own extensive personal experience. As a result, this training represents the “best of the best” — all of the Excel knowledge you need and none of the extraneous elements you don’t.

**Who should attend?**

This course is perfect for beginners and for intermediate users who want to better understand and make the most of Excel’s many features and functions. It’s also a great supplemental course for advanced users interested in learning additional shortcuts and tips. If you want to tap into Excel’s immense capabilities and take your skills to a higher level, you’ll benefit from this training!



Mastering Microsoft®  
**Excel**®

# 5 Great Reasons Not to Miss this Course:

- 1 Experience an affordable, 2-day format!**

We've designed this seminar from the ground up to ensure that the teaching methods used reinforce your learning experience. Usually, technical courses of this nature cost much more and take more time to complete, but this powerful seminar is a swift, cost-effective way to master Excel. Most important, you'll *retain* what you've learned and be able to use it back at the office.
- 2 Never fumble frantically through an Excel manual again!**

After you complete this course you can give your Excel manuals away — you definitely won't need them again! Manuals can be difficult to understand and it's hard to apply confusing instructions when you don't have a strong knowledge base. This course gives you a solid Excel foundation to build on, leads you easily through more advanced concepts and sends you home with a concise, information-packed workbook that summarizes everything you've learned.
- 3 Learn hundreds of ways to work faster, smarter and more effectively with Excel!**

Master shortcuts, time-savers and quick features many seasoned Excel users don't even know about! You'll complete your work in less time, give it a more professional appearance and learn easier ways to access files, speed up data input, utilize the Help system, use keyboard commands, organize related data, take full advantage of the Chart Wizards and much more.
- 4 Go from Excel amateur to Excel expert!**

If you're tired of delivering lackluster reports, working with boring spreadsheets, wading through tons of data input and moving at a snail's pace (when you *know* Excel has more powerful capabilities), then it's time to go from amateur to expert! This seminar will get you up to speed on Excel's advanced functions and help you take advantage of the awesome potential of this incredible application.
- 5 Take on more responsibility and expand your business horizons!**

Increasing your knowledge and understanding of Excel will give you an edge in your organization. You'll be ready to take on more complex projects, share your expertise with others and step forward with innovative ideas and initiatives. As a result, you'll be rewarded with increased responsibilities and respect — and you'll be at the head of the line when it's time for raises, recognition and promotions.

**Enroll Today!**  
[www.pryor.com/excel](http://www.pryor.com/excel)

# Course Content

## Navigating the Excel Working Window

Learn your way around the Excel window and discover the purpose behind each menu, each toolbar and all those “little boxes” known as cells.

- Understand the critical difference between workbooks and worksheets
- Create, name, open and close a brand-new workbook
- Find out how shortcut menus save you time once you know how to use them
- Navigate your way around Excel's many toolbars and panels: they'll make your Excel projects shine!
- Decipher the Status Bar
- Discover scrolling secrets for moving around your worksheet and accessing cells that are out of view
- Master shortcuts that save you time, effort and unnecessary mouse clicks
- Learn how to freeze/unfreeze columns or rows — great for keeping track of document information as you move around your worksheet
- Know how to hide/unhide columns and rows (important if you're working with sensitive or confidential material you don't want others to be able to access)

## Getting help when you need it

With Excel, help is just a click away if you know where to look! Find out how to quickly access various help functions, without spending time searching and scrolling on a wild goose chase.

- Refer to the Office Assistant, Index and Office on the Web — other help sources to make life easier
- Ask the Excel Answer Wizard for help — talk to the Wizard in plain English, not “computerese!”
- Consult Microsoft Excel's Table of Help Topics — it's packed with information, just waiting for your questions!

## Creating a new workbook and formatting your worksheets

Workbooks and the worksheets within them form the foundation of your Excel projects. Learn to open and file multiple workbooks, arrange and rearrange your workbooks with confidence and create worksheets that look and perform exactly the way you want them to.

- Learn to name, rearrange, insert and delete worksheets within a workbook
- Copy worksheets and move them from one place to another
- Create and edit column and row headings
- Enter and edit worksheet data
- Let AutoFormat help you select the tables for displaying your data most effectively
- Adjust rows and columns
- Apply borders, shading, fill colors and font colors to add interest and impact to your worksheets
- Make quick work of boring, repetitive tasks with the AutoFill command
- Use the Office Clipboard, Paste Special, Fills and more to cut, copy and paste your data exactly where you want it
- Dress up your worksheets, reports and financials with lively, attention-grabbing details like clip art, imported graphics, drawing tools and much more!
- Use borders, shading, bold, underline and other graphic elements to make your work stand out
- Learn how to effortlessly integrate Excel with PowerPoint, Word and Access
- Simplify your everyday tasks by creating macros to automate your worksheets

## Customizing Excel to work with you

Customize Excel's toolbars, formula bars and much more to tailor this powerful program to your personal specifications. You'll save time and increase productivity as you cut down on unnecessary moves and discover time-saving setup shortcuts.

- General Setup — Create your own toolbars and menus to reflect the commands and tools you use most frequently
- Page Setup — Design your worksheets with the margins, headers, footers, rows and columns exactly the way you want them to appear
- Let AutoCorrect catch and correct the mistakes you make most often!
- Learn to insert hyperlinks
- Convert worksheet data into HTML documents

## Working with cells

There are literally millions of cells in every Excel worksheet! These “worksheet building blocks” allow you to create the spreadsheets you want.

- Learn how to select the right cell format for the right cell data
- Understand the difference between typing a date in a general cell and typing a date in a date/time cell
- Add comments to cells — Excel marks them so you can easily access your comments later
- Use the Format Painter to quickly and effortlessly format entire cell blocks, with just a keystroke or mouse click!
- Highlight specific cells with Conditional Formatting



## Using formulas and references

Excel's incredible calculation capacities are at your fingertips with the amazing power of these formulas and references. Quickly calculate percentages, sums, averages, interest, statistics and more!

- AutoSum — Get vertical and horizontal grand totals with one click of the mouse
- Simple Cell References — Make one cell of the sheet refer to information in another location
- Formula Language — Learn what it really means
- Relative, mixed and absolute references — Discover the differences between cell references and formulas and learn how and when to use each one
- Formula symbols and functions — Demystify the gibberish: when you see a formula, you'll know exactly what it means!
- The Paste Function (Expression Builder) — Build formulas like a professional, even if you're just getting started
- Use Excel's database features to create lists, use forms, filter records and sort all types of data and information

## Mastering charts

Excel "excels" at creating beautiful, accurate and informative charts — almost effortlessly. Use Excel's chart functions to transform the data in your worksheets into colorful, accessible charts.

- Use the Chart Wizard to format your chart
- Learn quick, easy ways to move, resize and edit your chart
- Choose the chart type that best displays your information — Pie? Area? Bar? You decide!
- Embed and link charts and data
- Modify your chart through the Chart Options dialog box

## Presenting the finished project

Whether you're printing out your finished project for distribution, creating a PowerPoint presentation, emailing your worksheets to others or displaying your data on your organization's website, here's how to present your finished Excel projects with professional results.

### Protection options:

- Password — Learn when password protection isn't enough
- Sheet Protect — Find out how to keep one sheet in the work secure while permitting the other sheets to be accessed and edited by other users
- Workbook Protect — Secure the entire workbook instead of just one sheet
- Lock Cells — Use cell locking to leave the sheet open for changes, but secure the formulas or a portion of the sheet

### Web options:

- HTML — Apply HTML features to produce a Web-ready spreadsheet
- XML — Use XML features for Web readiness as well as swapping files between programs
- Email — Implement Microsoft's Send To options, and emailing is just a click away

### Print options:

- Print Areas — Set Print Areas correctly and print your spreadsheets the way you want them to look, without missing parts or information
- Print Range — Make sure all of the pages in the workbook print by learning more about the print range settings
- Gridlines — To print or not to print? Learn why you may or may not want to see the gridlines and how to adjust the settings
- Cell Comments — Whether you are leaving yourself a note or leaving one for someone else, you'll find cell comments are the perfect tool

## Discover the new, enhanced features of Excel 2010

Many of the features and functions of Excel 2010 have been streamlined and simplified, making it easier than ever before to crunch numbers ... track, organize and analyze data ... produce colorful, professional-looking charts ... perform complex calculations ... and create and maintain sophisticated, reliable spreadsheets.

- An introduction to the Ribbon — Excel's revolutionary new command center that makes most menus and toolbars obsolete
- How to use Formula AutoComplete to make it even easier to create formulas
- Total Row Options: a simpler approach to utilizing total rows
- An overview of the Cell Styles Gallery and its assortment of ready-made cell styles
- Excel's new gallery of table styles
- Conditional Formatting — a feature that lets you apply different Data Bars, Color Scales and Icon Sets to your cell selections with just a click
- How to customize the QuickAccess Toolbar to streamline your most common tasks
- A look into the future with Live Preview, a way to preview changes to your worksheet before applying them

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# Mastering Microsoft® What can **Excel**® do for you?

**In just 2 days**, you'll get up to speed on all of Excel's exciting features and functions, including toolbars, menus, Wizards, calculating tools, database capabilities and much more. Data entry, keyboard shortcuts, printing tips, cell maneuvering, hyperlinks, embedding, macros — we'll cover it all, utilizing the latest in adult learning techniques.

## **Expertly create colorful, eye-catching charts, tables and graphs**

Learn to dress up your bland written reports and presentations with charts, tables and graphs that instantly transform mounds of information and statistics into easy-to-understand, colorful graphics. Excel's tools help you track trends, highlight critical information, organize data and simplify complex concepts. Plus, you'll boost your PowerPoint presentations by creating professional, attention-grabbing visual displays that instantly deliver eye-catching statistics and information.

## **Become a whiz at creating and maintaining workbooks and worksheets**

Workbooks and the worksheets are the "backbone" of your Excel system. Learn to create and format worksheets swiftly, easily and accurately, and use AutoFill, AutoCorrect and AutoComplete to enter worksheet data and correct mistakes.

## **Speed up your productivity and spend less time trouble-shooting**

Excel can be unwieldy and confusing if you don't know how to use it correctly. This course gives you step-by-step instruction, tools and trouble-shooting tips for streamlining your Excel output, maximizing your efficiency and minimizing backtracking and mistakes.

## **Organize all types of information and data**

Whatever data you're calculating, tracking or forecasting, this seminar will help you use Excel's capabilities to their fullest. Financials, total sales, net profit and losses, growth percentages ... Excel makes it all quick, easy and pain-free once you know your way around its many formulas, functions and features.

## **Get a handle on macros**

Discover when and how to use macros to automate your everyday tasks, how to create a macro toolbar featuring the shortcuts you use most frequently and how to keep your macros organized for easiest access.

## **Print with professional results**

Never worry about printing problems again! You'll learn to print documents that look the way you want them to; discover how to use Page Setup to your best advantage; control page breaks; add footers, headers and page numbers; print with or without grids — and much more!



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**Enroll Today!**  
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## Registration Information

**Enroll Today!** Hurry, our seats fill *fast*. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

**Quick Confirmation!** To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

### Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note that if you do not cancel and do not attend you are still responsible for payment.

### Please Note

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.pryor.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
- You will receive a Certificate of Attendance at the end of the program.

### Tax-Exempt Organizations

If you are tax-exempt, enter your tax-exempt number in Section 4 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

### Tax Deduction

If the purpose of attending a Fred Pryor seminar is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

### Continuing Education Credit

Fred Pryor Seminars offers Continuing Education Credits that are based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines, and approval is at the discretion of your licensing board. **Questions and concerns should be directed to your professional licensing board or agency.**

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Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak.

For a free consultation, visit us online at **[pryor.com/onsite](http://pryor.com/onsite)** or call us at **1-800-944-8503**

## Guaranteed Results

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident that this seminar will provide you with shortcuts, tips and straight answers to all your Excel questions. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*.



FRED PRYOR SEMINARS

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Kansas City, MO 64121-9468

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To update your contact information, see page 7.



# Mastering Microsoft® Excel®

**Packed with shortcuts, tips and straight answers to all your Excel questions**

**Manage** and navigate an Excel working window

**Customize** Excel to meet your needs

**Use** tips and techniques that save time when you're creating a new workbook

**Perform** calculations and manipulate data using formulas and references

**Cut, copy and paste** data into an Excel document

**ENROLL TODAY!**



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## YOUR VIP# IS: WINQ

**YES!** I want to become a more confident, accomplished Excel user — enroll me today! Group Discounts available; see page 7 for details.

ID#  
915652

### SEMINAR

**1**

Seminar City: \_\_\_\_\_

Seminar Date: \_\_\_\_\_ Event #: \_\_\_\_\_

### YOUR ORGANIZATION

**2**

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ ZIP: \_\_\_\_\_

Tele: \_\_\_\_\_ Fax: \_\_\_\_\_

Approving Mgr's Name:  Mr.  Ms. \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_  Business  Home

**Quick Confirmation** Please  email or  fax my confirmation to me within 48 hours.

### WHO WILL BE ATTENDING

**3**

Mr. \_\_\_\_\_

Ms. \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_  Business  Home

Mr. \_\_\_\_\_

Ms. \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_  Business  Home

Please list additional names on a separate sheet.

### METHOD OF PAYMENT

**4**

**Important: Send your payment now. Tuition is due before the seminar.**

Please make checks payable to Fred Pryor Seminars, and return this form to: P.O. Box 219468, Kansas City, MO 64121-9468. Our federal ID# is 43-1830400 (FEIN).

Please add applicable state and local tax to your payment for programs held in Hawaii (4.16%), South Dakota (6%) and West Virginia (6%).

**Please check one of the following:**

1.  Registration fee enclosed. Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

2.  Our Purchase Order is attached. P.O. # \_\_\_\_\_

3.  Bill my organization. Attention: \_\_\_\_\_

4.  Charge to:  AmEx  Discover  MC  Visa Exp. Date: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Acct. #: \_\_\_\_\_

Tax-Exempt #: \_\_\_\_\_

Please attach a copy of your Tax-Exempt Certificate for payment processing.

Note: If you've already registered by phone, by fax or online, please do not return this form.

**REGISTRATION FORM – Mastering Microsoft® Excel®**