



# Advanced Microsoft® Excel®

## DAY 1 Macros, PivotTables, Charts and More

*Attend this extraordinary, information-packed program, and learn how to:*

- ♦ Master advanced Macros
- ♦ Manage your data
- ♦ Filter, query and analyze data
- ♦ Use LOOKUP and database functions
- ♦ Put PivotTables to work
- ♦ Get to know the Analysis ToolPak
- ♦ Share Excel across workgroups
- ♦ Explore Custom Views, formatting and Report Manager

Understand and unleash the power  
of Excel's most complex capabilities

## DAY 2 Diving Deeper

*Get more out of Excel's richest toolboxes:*

- ♦ Discover the basic structure of all macro programs
- ♦ Use Visual Basic to enhance your macros
- ♦ Create complex formulas using nested IF functions
- ♦ Get to know Excel's powerful What-If Analysis tools
- ♦ Take your PivotTables to the next level with Calculated Fields and Calculated Items
- ♦ Master the full potential of Excel's printing and reporting features
- ♦ Protect your data and your computer from malicious viruses using the Trust Center

Beyond the surface of Excel's richest features

**Enroll Today!**



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## Macros, PivotTables, Charts and More

For nearly two decades, Microsoft Excel has been the computer industry's dominant spreadsheet application, chosen for its sophisticated reporting, data analysis and data-tracking capabilities by professionals and home users alike. Today, many positions in the workforce *require* a working knowledge of Excel, and you'd be hard-pressed to find an organization of any size that doesn't rely on the program at some level.

Whether you're working with sales information, pricing, customer records, employee stats, product inventory, payroll, company financials or other critical information, Excel is an invaluable tool for organizing, managing, analyzing and tracking your data.

The basics of Excel aren't difficult to grasp ... but mastering advanced techniques can be trickier. In fact, unless you are adept at deciphering complex manuals, have loads of extra time for tutorials or possess a strong motivation for self-learning, you may find boosting your skills and knowledge of Excel is easier said than done. Until now, that is! *Advanced Microsoft Excel* gives you an exceptional amount of concentrated information in just one extraordinary day of training.

### Master Advanced Macros

- Use the Visual Basic® editor to modify and manage your macros
- Learn to create customized macro toolbars featuring your most frequently used tools

### Manage Your Data

- Learn how to create data forms for viewing and entering information
- Enter — or allow others to enter — data into a user-friendly form
- Review individual records easily, or view only records that meet specific criteria
- Discover the power of Backstage view

### Filter, Query and Analyze Data

- Learn tips, tools and tricks for getting the most out of AutoFilters, Custom AutoFilters and Advanced Filters
- Find out how to search for spreadsheet data that fits within specific parameters
- Discover menu options that allow you to select filtering criteria from your data set with just a few simple clicks
- Specify a single criterion, or combine two or more to create a custom search of your data
- Use AND/OR commands to extract data that meets your criteria in a whole new range
- Create new data ranges on the fly to use with advanced filters so you can extract exactly the information you need
- Add sparklines to show trends in a series of values, such as seasonal increases or decreases

### Use Lookup and Database Functions

- Add power and flexibility to your formulas by enabling Excel to search out data for you
- Manage large data lists by performing calculations only on the data you specify
- Use Excel to perform new lookups and dynamically update your calculation results

### Put PivotTables to Work

- Discover how PivotTables can help you get the most out of your data
- Create PivotTables from single spreadsheets, external data sources or other PivotTables
- Use AutoFormat to create your PivotTable quickly and easily
- Learn how to modify or update a PivotTable
- Group data in a PivotTable for better organization
- Control how and where your PivotTable data is displayed
- Display your data using a PivotChart\*

### Get to Know the Analysis Toolpak

- Find out what tools are included in this valuable resource
- Learn to use Excel's advanced data analysis tools to return a multitude of statistics about your data in just a few keystrokes
- Use Excel's built-in utilities to analyze correlations in your data

# Course Content

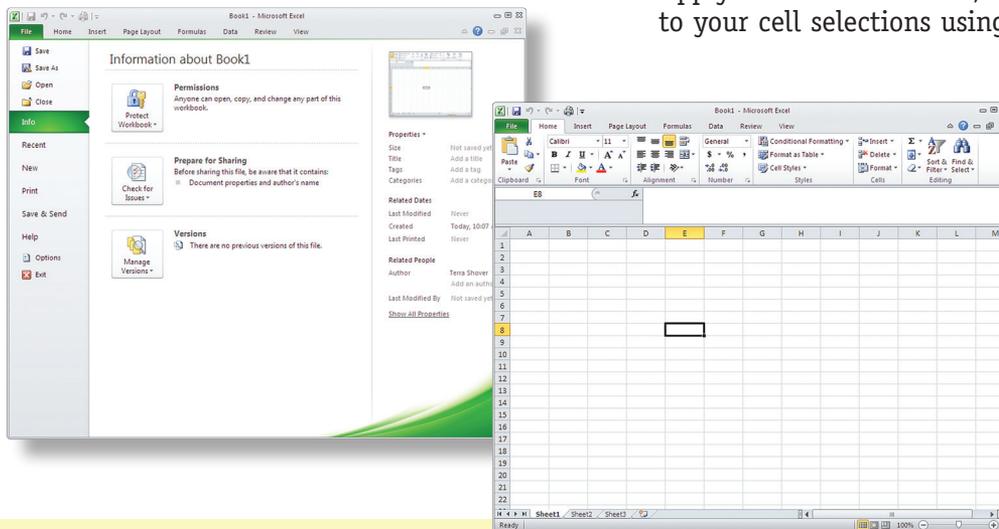
Program Hours: 9 a.m. – 4 p.m.

## Sharing Excel Across Workgroups

- Use Excel's robust collaboration tools to control access to shared spreadsheets
- Understand the different ways to share your spreadsheets with associates and coworkers
- Comment on specific cells within a given sheet
- Activate workbook sharing and distribute shared workbooks
- Maintain control of versions of a shared workbook
- Easily track and review changes made by multiple users
- Seamlessly integrate Excel with other applications, the Internet and your organization's intranet
- Create macros that work with the Web to automatically update your Web charts and graphs at regular intervals

## Explore Custom Views, Formatting and Report Manager

- Discover how to create different display and print settings for the same worksheet — or apply the settings to multiple worksheets
- Manage saved custom views
- Use custom views to change the look of your worksheets and workbooks
- Create, display, print and delete custom views
- Understand and use the Report Manager to print, edit and manage your reports
- Expand your knowledge of charts and graphs to create eye-popping graphic images
- Master formatting effects to make your pages look like you spent hours when all it took was a few mouse clicks
- Apply different Data Bars, Color Scales and Icon Sets to your cell selections using conditional formatting



## Your trainer is an Excel expert!

At Fred Pryor Seminars, we believe in hiring the best of the best to conduct our workshops and seminars. Our trainers are much more than talking heads — they are experts in their fields who have logged long hours perfecting their skills. Our Excel trainers bring years of real-world experience, insider knowledge and technical expertise to the table. These highly qualified specialists know Excel inside and out — and just as importantly — they possess the patience, ability and know-how it takes to successfully educate others. We guarantee an enjoyable, fast-paced learning experience that delivers everything we promise.

# DAY 2 Advanced Microsoft® Excel® — Diving Deeper

## Beyond the surface of Excel's richest features.

Excel is among the most widely utilized business software tools in use today. Yet, many who spend time with it day after day merely scratch the surface of its full potential and get by with functional but inefficient spreadsheets and workflows. Building familiarity with Excel's advanced features can help you boost productivity, give you better insight into your data, save you time and allow you to create vibrant, persuasive reports.

Whether you are tracking sales, studying pricing impact, storing personal records, maintaining a budget or simply trying to figure out what interest rate you need to make loan payments affordable, Excel provides many tools for arranging, calculating, and analyzing all kinds of data. If you are comfortable with Excel's basic features but need some help knowing what would be best to tackle next to take your skills to the next level, Advanced Microsoft Excel — Diving Deeper is for you.

## Who Should Attend

This seminar is appropriate for the intermediate to advanced user looking to expand their knowledge of Excel's hundreds of features and to use familiar tools at a deeper, richer level. Anyone who tracks and analyzes data — such as teachers, researchers, marketers and small business owners — will benefit from a greater comfort level with Excel's sorting, filtering and analysis tools. Team leads and managers can save valuable time by creating efficient, re-usable reporting tools with macros and forms. The home office user will appreciate the usefulness of Excel's many functions that make accounting, budgeting and shopping research quick and easy.

**Q:** Should I attend both?

**A:** This two-day class gives you the time needed to dive deep into some of Excel's most useful but challenging features such as PivotTables, Macros and Advanced Formulas. You will spend your first day broadening your knowledge of what Excel has to offer. Day two will then take you deep into three of Excel's richest toolboxes – Macros, Advanced Calculation and PivotTables.

**Q:** Will I spend the day in front of a computer?

**A:** No! 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?) Your workbook provides all of the information you need to try everything you've learned later, at your own speed and convenience.

**Enroll for Both Seminars and Save!**

# Course Content

Program Hours: 9 a.m. – 4 p.m.

## Macros and VBA Coding

- Increase your visual basic skills to create and edit dynamic macros with ease
- Understand the basic structure of all macro programs so you'll know what you can edit and what you can't
- Learn the essentials of Visual Basic syntax
- Add a message box notification to your macro
- Apply looping to a macro to perform tasks as many times as needed
- Create macros that will execute commands based on specific actions

## Advanced Calculation

- Use all of Excel's built-in Error Checking tools to make sure your calculations will work and remain accurate
- Track down errors using Excel Formula Auditing
- Learn the tips and tricks for building complicated formulas with nested functions
- Create and use your own custom function
- Learn the ins and outs of Excel's most useful and common functions
- Harness the power of Excel's "IF" functions to apply calculations based on specific criteria
- Compare the results of varying inputs with Scenarios
- Find out the values you'll need to achieve a specific calculation result using Goal Seek
- Calculate multiple values with several dependencies using Solver

## PivotTable Troubleshooting and Analysis

- Style and Format your PivotTables for the best presentation and at-a-glance analysis
- Handle common PivotTable headaches such as blank lines or cells, unwanted Grand Totals and managing filters
- Get the analysis you need by adjusting Summarize Values By and Show Values As

- Take PivotTables to the next level with Calculated Fields and Items
- Learn how to drill into the data behind your PivotTable analysis
- Explore Excel's Advanced Data Modeling to create relationships between tables in your workbook
- Create a PivotTable from multiple data tables using Excel Data Model
- Turn your PivotTables into beautiful charts and graphs

## Sharing Data Internally and Externally

- Apply the power of Excel's analytic features to data produced on external sources
- Connect Excel to a variety of external data sources for convenient download and upload
- Master the full potential of Excel's printing and reporting features
- Discover how to create different display and print settings for the same worksheet — or apply the settings to multiple worksheets
- Protect your data and your computer from malicious viruses using the Trust Center

## Personalize Your Application

- Put frequent commands and macros in easy reach by customizing the Excel user interface
- Create, display, print and delete custom views
- Use custom views to change the look of your worksheets and workbooks

## Onsite Training Solutions

### Get the Results You're Looking For!

Bring our powerful, high-impact training programs to your organization and show your employees you're serious about their professional growth and achieving critical organizational goals and objectives.

### Choose From Over 150 Courses!

From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting and intriguing!

### Tailor the Training to Meet Your Specific Needs!

We'll help you choose the appropriate courses for your organization and tailor each one to address your specific goals, issues and scheduling concerns.

### Maximize Your Training Budget!

Onsite Training allows you to train work groups, teams and entire departments for less than the cost of traditional public seminars or other training options.

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**  
or call us at  
**1-800-944-8503**

## 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, 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 5 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.

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### CONTINUING EDUCATION CREDIT

Fred Pryor Seminars offers Continuing Education Credits 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.**

### GUARANTEED RESULTS

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident this seminar will provide you with the tips and techniques you need to successfully use Excel. 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*.

### You should attend if you've ever:

- Searched in vain through a mammoth manual for the answers to your Excel questions.
- Wasted time you couldn't afford on trial-and-error learning.
- Wished you had the time or knowledge to work smarter in Excel.
- Decided against other training options because they were too time-consuming or too expensive.





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