



Become a confident, capable Excel 2013 user with our proven computerless training method!



MICROSOFT® Excel®

DAY 1 EXCEL® BASICS

1 Microsoft Excel is a valuable tool for any business. This one-day seminar is for the beginning to intermediate user interested in being more proficient in Excel. Seminar highlights include:

- Learn the necessary insight and knowledge you need to make your way around Excel quickly and efficiently.
- Master the important initial set up to build your spreadsheet successfully.
- Build your own professional spreadsheets. What does that mean? More than you think!
- Calculating in Excel is more than addition, subtraction, multiplication and division. Learn how to make complex formulas and calculate percentages to help you make budget decisions.
- The need for speed is true in the car and with the computer. Discover quick tips, shortcuts and functions that make you as fast as you want to go.
- And so much more!

One day to Excel ver. 2013 Excellence!

DAY 2 EXCEL® BEYOND THE BASICS

2 You know that Excel has extraordinary capabilities - this is your opportunity to learn even more about this valuable program. This one-day seminar is for the intermediate user ready to bring their Excel skills to the next level. **Learn even more, now:**

- Build your Excel spreadsheet by using new shortcuts and quick keys that speed your abilities and transform the information into usable data.
- Calculations can be tricky. We can help you break through frustrating formulas and calculations with quick steps and shortcuts.
- Learn the importance of analysis through PivotTables and PivotCharts and the ability they bring to you.
- Plus a lot more!

Increase your productivity with Excel ver. 2013 in just one day!

Attend **BOTH** One-day courses and **SAVE!**

ENROLL TODAY!



Fax
913-967-8842



Call
1-800-556-2998



Online
www.pryor.com



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

DAY 1 MICROSOFT® Excel® Basics

Discover the basics, plus expert power advice for Microsoft Excel® ver. 2013.

Excel can work data magic, but you don't have to be a programmer, expert or database wizard to use it. With some detailed know-how and best practice visuals, you will be able to track, report, store, analyze and organize data in a way that is easily shared and always right where you need it!

Excel is a versatile and robust utility where you can calculate, organize, review, examine and present virtually any kind of data. It converts names, items, dates and numbers into real information you can use to make decisions for your business. You have the facts and figures, but just looking at the numbers is not enough. The key to unlocking the potential of all that raw info is in knowing how to manipulate it to determine what those numbers are really saying so you can make sound, effective and educated decisions for your organization.

Expand your knowledge of Excel 2013 and make your data work for you!

Excel has become the world's foremost spreadsheet application because each version has added new, impressive features. Excel 2013 is no exception, boasting more number crunching and analysis tools than ever before. But in addition, powerful features that have traditionally been overlooked and underused have been pushed to the forefront and made easier to find and use. In this seminar, you will not only walk away more familiar with these new features, but ready to use them the next day.

Get more from your training dollar.

Do your research – other software training courses can be three and four times more than this seminar. Fred Pryor Seminars offers business training skills at a more reasonable rate. Our company strives to make our training – Affordable, Accessible & A+ Training – for All! This investment in yourself and your knowledge will pay for itself in the time you will save when you become more efficient in Excel 2013. Plus, you get an Excel reference workbook that will become a working companion to use at your computer!

Understand and retain it with our proven computerless training method.

Our extensively tested, structured software learning system makes it all easier for you, with a carefully designed course that makes every minute count! You'll be amazed at the number of Excel power tools you'll master and put to use the very next day! Our hands-off, computerless training method means you won't waste time entering data, correcting mistakes or waiting for the entire group to catch up. Instead, you'll learn exactly how to do it from an expert; then, try it all at your leisure, in the privacy of your own office.

Our instructors know their stuff.

Fred Pryor Seminars strives to hire the best, savvy, intelligent business professionals with extensive experience using Excel 2013 in real-world settings. Yes, they are experts. But they are not technicians or programmers – which means they speak your language! You will love the emphasis on practical, understandable solutions to the challenges you are facing every day.

Have you ever:

Struggled just to get the work done, any way you can?

Instead, why not do it the easy, fast and skillful way?

So many of us work by habit — doing things the same old way we learned to do them the first time. Break free of old habits and discover the Excel power tools that are available and just waiting to be used! You'll never work the same way again!

Been bored with sleepy spreadsheets that all look the same?

Instead, why not produce vivid, attractive pages that really get noticed?

You'll learn the ABCs of using charts, graphs, fonts, borders, shading and more — and produce spreadsheets that communicate better and really get attention! You'll leave the seminar with a pack of professional tips for brilliant, distinctive output every time, on every worksheet!

Basics Course Content

Take a quick tour of Excel basics!

- The first thing you see in Excel 2013 is that it has many new features, including a new start screen that will help you get to work faster.
- Explore Excel and customize your working environment so this program can work for you and utilize your work style to become more intuitive.
- Learn the 7 steps to spreadsheet success. The key is to begin the right way, so you don't spend time redoing or undoing work.
- Discover tips for planning ahead. A little pre-planning goes a long way when your spreadsheet needs to be built for maximum utility and usability.

Build Professional Spreadsheets

- There are templates already there — should you use them? This component will help you determine whether you should create a new workbook from a template, or build one specific to your needs from the ground up.
- Formatting is an important step to make the data communicate in the simplest form. Learn to format your data so it's easy for you, and others, to understand what your data is saying.
- Uncover some terrific time-savers that get every workbook off to a great start.
- Discover the tools to format your work so your data doesn't just speak – it sings!
- With proper instruction, you will be able to optimize and improve your workbooks for further effectiveness.

Calculate Your Data

- Learn from real life examples that actually apply to you, and broaden your understanding as you use it to create your own data masterpiece.
- Master Excel language and syntax to start building formulas like a pro. It's tricky, but it can be done and you can do it!
- Who doesn't want to work smarter and faster? Now you can with built-in formulas.

Save, Output and Present

- We can show you the best practices for organizing data to help you with business decisions. Who is your best customer? Depending on the data, the answer may surprise you!
- Choosing the right chart every time is a learned skill we can help you with!
- Print only what you want: worksheets, charts and reports exactly the way you intend — the first time!
- We will show you how to design dynamic diagrams, and provide great guidelines to create assessable data.
- Learn how chart tools have become smarter – using Recommended Charts, your data display is clear and concise for anyone to understand.

Streamline and Automate

- Familiarize yourself with shortcut menus and quick keys for efficiency and speed. You can uncover the power of your favorite shortcuts and will learn some new ones along the way!
- Demystify macros — what it can mean for your spreadsheet.
- Change your perspective: Use the various views Excel has to offer.
- Take advantage of time-savers like Flash Fill.
- Learn the power of the "Magic" ALT key!

Q: Is this course for beginners or more experienced users?

A: Both beginners and users with some experience will learn and sharpen their skills. We recommend attendees have some knowledge of Excel 2013. The course is especially effective for beginners who want to learn more, as well as intermediate users who want to sharpen their skills and tap into Excel's more powerful functions.

Q: What versions of Excel does this course cover?

A: **BOTH EXCEL 2013 BASICS AND EXCEL 2013 BEYOND THE BASICS** cover Microsoft Excel 2013.

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. Your workbook provides all of the information you need to try everything you've learned later, at your own speed and convenience.



DAY
2 MICROSOFT®
Excel Beyond the Basics

Get ready to explore what Excel ver. 2013 can do for you!

Most users know that Excel has extraordinary capabilities, but all too often those same users get lost. Whether trying to find the feature they want, or becoming intimidated by the sheer number of options and functions, the advantage of the program's functionality disappears. Excel 2013 cuts through some of the clutter and puts your favorite, and most important features, right at your fingertips!

Whether you're working with a just a few rows, or with a million, Excel has a host of number-crunching, data dicing and info analyzing features to help you explore and tell your data's story in rich, detailed and compelling ways. This action-packed seminar takes you beyond the basics of the program. It reveals Excel's secrets and prepares you to face even the most daunting problems with a fresh outlook and the confidence of a newly minted power user.

Work faster and smarter with Excel

It's frustrating to know what Excel can do, but not understand the techniques needed to accomplish it. In one day, learn not only the formulas, database techniques and macro commands to make work go faster, but also learn the tips and keystroke commands the pros rely on to make data more useful and worksheets easier to manipulate.

Computerless training saves time

Your Fred Pryor Seminars instructor won't be a technician or programmer. You'll learn from a business professional who speaks your language and has extensive experience using Excel in a real-world office like yours. Our proven computerless training methods ensure you won't waste valuable time entering data, correcting mistakes and waiting for other seminar attendees to catch up. We'll cover as much material as possible together and let you practice on your own back at work.

It's a wise investment

This one-day program is the single best investment you can make in Excel training. Not only will you leave with a wealth of exciting new techniques and shortcuts, but you'll also receive a handy workbook guide that summarizes key tips for easy reference. It's a lot of value for your investment. Enroll today by phone, fax or mail and watch your productivity soar!

Does this sound familiar?

- You taught yourself the Excel program, but sometimes you wonder if you're doing things the most efficient way.
- You know a lot about Excel but not the latest time-saving shortcuts.
- Coworkers ask you questions about Excel and you're not always sure of the answers.
- You know the Excel techniques you use every day but little else about other features.
- You have questions about Excel no one in your office can answer.
- You feel like you've barely scratched the surface of Excel's capabilities and you want to be a pro.

If this sounds like you, the *Beyond the Basics* program can provide the help you've been looking for.

What's your biggest Excel challenge?

Learn the easy way to overcome it.

Beyond the Basics

Course Content



Building Spreadsheets

- Don't settle for out-of-the-box set up. The 2013 version allows you to personalize Excel to fit your work style and needs.
- Review the tested 7-step approach to get the most from Excel and begin your spreadsheet process on the right foot!
- It's all about efficiency! Discover quick tips and tricks to speed up workbook creation, data entry and everything in between.
- Learn how tables can be your best friend – from sorting and filtering to data relationships and more.
- Explore the power of conditional formatting and advanced data formatting options.

Calculate with Advanced Tools

- Master operators like AND and OR – they mean so much more in Excel than they do in the English language!
- Finally understand how to use IF, SUMIF and COUNTIF when calculating your data.
- Harness the magic of VLOOKUP. If that is a foreign term to you, you definitely need this class!
- Yes you can perform perfect date and time calculations every time.
- The more you know about formulas, the better. With advanced formula knowledge, you can get to the bottom of those formula problems quickly and easily.

Analyze Information

- Use the Quick Analysis Tool to speed up formatting, charting and writing formulas.
- Wow your colleagues with your PivotTable genius!
- Learn the magic behind PivotTables and PivotCharts. Modify these powerful tools for analyzing and answering questions about your data.
- Take control of tables and PivotTables with calculated fields and slicers.

Secure and Share

- Discover how to ensure data integrity through data validation.
- Learn how Track Changes and comments can promote clear collaboration.
- Link to and embed worksheets in other documents.
- Sharing is good, unless someone changes everything you worked hard to create. Prevent unwanted changes by locking worksheets down.

Streamline and Automate

- Optimize Excel options to ensure it works for you.
- Learn the importance of expedient importing and exporting so that you can have data quickly and use it efficiently.
- Save time and reduce errors when you perform a task repeatedly, simply automate with macros.
- Learn the text time-savers – convert text to tables and so much more.
- Uncover some amazing shortcuts to take you to the next level of Excel prowess and make your fingers faster in no time!

A quick way to decide whether *Beyond the Basics* is right for you

You have Excel 2013 and the new features aren't helping you?

Yes No

Are you sure you're using the best technique to pull in data from other platforms to create a chart with usable figures?

Yes No

Do you feel confident using Query and transferring the data to a worksheet?

Yes No

Can you launch a macro with the push of a button?

Yes No

Do you understand how to use "Solver" to maximum benefit when analyzing equations?

Yes No

Are PivotCharts a snap to create and manipulate?

Yes No

Do you know how to jump from one sheet or workbook to another instantly?

Yes No

Are you able to add graphics to charts and use customized drawing tools?

Yes No

Do you know the step-by-step process for debugging a macro?

Yes No

Add up your "No" answers — even one means you can benefit from *Beyond the Basics*.

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!

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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.

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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

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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 2013 questions.
- Wasted time you couldn't afford on trial-and-error learning.
- Wished you had the time or knowledge to work smarter in Excel 2013.
- Decided against other training options because they were too time-consuming or too expensive.

ENROLL TODAY!

pryor.com

- Call 1-800-556-2998
- Fax to 913-967-8842
- Mail your registration form!

1 **YES!**



Attend BOTH SAVE!

Please register me for the Microsoft® Excel® ver. 2013 seminar(s) indicated in Section 4.

Attend both **Excel Basics** and **Excel Beyond the Basics** (2 days) Save \$ when you enroll for both, save even more per person for groups of 5 or more from the same organization attending the same event.

Attend **Excel Basics** (1 day): Save \$ per person for groups of 5 or more from the same organization attending the same event.

Attend **Excel Beyond the Basics** (1 day): Save \$ per person for groups of 5 or more from the same organization attending the same event.

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2 IMPORTANT! Please fill in VIP number as it appears on the address label.

VIP _____ (_____)
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3 ORGANIZATION INFORMATION

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.

4 NAMES OF ATTENDEES (Please list additional names on a separate sheet.)

#1 Attendee's Name
Mr. _____ Ms. _____

Job Title _____ Email Address _____ Business
 Home

Excel Basics	Beyond the Basics
Event #	Event #

#2 Attendee's Name
Mr. _____ Ms. _____

Job Title _____ Email Address _____ Business
 Home

Excel Basics	Beyond the Basics
Event #	Event #

5 METHOD OF PAYMENT (Payment is due before the program.)

Please make checks payable to Fred Pryor Seminars and return 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%).

Total amount due: \$ _____

Check # _____ (payable to **Fred Pryor Seminars**) is enclosed.

Bill my organization. Attn: _____

Purchase order# _____ is enclosed.
(Attach purchase order to completed registration form.)

Charge to: AMEX DISCOVER MC VISA

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

DAY 1 - EXCEL VER. 2013 BASICS
DAY 2 - VER. 2013 BEYOND THE BASICS



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

To update your contact information, see page 6.

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