Become a Power User
Microsoft Excel®
Go Beyond Mere Basics—Become a Power Excel User!

- Cut the time it takes to build every worksheet you create from now on!
- The most underutilized Excel tools: Discover what they are and why you should be using them
- Discover how to customize Excel’s toolbars for the way you work—a major time-saver!
- Master essential techniques for creating eye-catching charts and tables
- Discover how to effortlessly link worksheets
- Learn how to transform any list into a useful Excel database

Plus, Special Section: Macros Explained!
Covers all versions of Excel for Windows® and Mac®

Also available on demand. See page 3.

ENROLL ONLINE AT NationalSeminarsTraining.com/EXCL OR CALL 1-800-258-7246.

We’re coming to your area …
If you’re like a lot of Excel® users, much of your experience was gained the old-fashioned way—through trial and error. While this approach has gotten you through so far, it’s also been a source of constant struggle. Wouldn’t it be nice to get the job done faster … with less frustration?

This workshop features dozens of powerful shortcuts, showing you the most efficient way of accomplishing dozens of tasks using Excel. You’ll learn to trade in your time-consuming habits for razor-sharp Excel skills that’ll speed you through any task. In one intensive day of training, you’ll learn:

• How to use macros to save tons of time and reduce errors
• New Excel functions and features that’ll make your life easier
• What all the items in Excel’s toolbars and menus do
• How to create eye-catching charts that bring your numbers to life
• Simple tips for customizing Excel so it works better for you
• How to make more professional-looking spreadsheets
• Shortcuts that help you automate repetitive tasks
• How to work faster and more efficiently with “insider” Excel secrets

This workshop was specifically designed for anyone who’s mastered Excel’s fundamentals and is ready to get the tools, tips and techniques required to become a power user. In just one day, you’ll pick up dozens of time-saving techniques and advanced how-to’s, discover some previously “programmer only” features and much more. And, along the way, we’ll show you how to integrate your work within the Microsoft® Office suite for even greater results. If you’re looking for a course that dramatically improves your Excel skills without starting back at square one—this is the training you’ve been waiting for!

Answers from an expert

Your workshop trainer is an Excel expert who’ll lead you through the ins and outs of this amazing application, in addition to answering any specific questions you have regarding your on-the-job Excel challenges. Our presenters are professionals selected for their in-the-trenches experience and their ability to teach the information in a lively fashion, so you’ll leave the workshop retaining the maximum amount of information possible.

Unlimited seminars, Webinars and on-demand content … with the STAR12 Professional Edition

For one low annual fee, STAR12 gives you unlimited access to the most comprehensive collection of seminar training and online learning resources in North America. Give yourself the edge you need to achieve your dream career. Join STAR12 today! Sign up today at joinSTAR12.com or call 1-800-258-7246.

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Get solid answers to these and all your Excel® questions

- Are there easier ways to maneuver around in Excel than what I’ve been using?
- Is there a way I can easily link Excel worksheets so I don’t have to risk errors or waste time rekeying information?
- What is a PivotTable? What is it used for, and how do you create one?
- What tool does Excel offer that’ll help me analyze data more easily?
- Are there any rules of thumb that I can use to make sure my charts look good, without spending tons of time on them?
- What shortcuts would help improve my speed and productivity on a daily basis?
- What types of mathematical functions will Excel perform, and how do you do each?
- How can I make my spreadsheets look better, so they’re easy to read and the important facts jump out on the page?
- What’s the best way to manage enormous spreadsheets so they’re easy to work in?
- How can I take a list and turn it into a database in Excel?
- Does Excel have features that can help me with my budgets, invoices and other routine computing needs?
- What kind of templates can I create with Excel that’ll make me more productive?
- How can I customize my toolbar and formula bar to help me work more quickly on the type of worksheets I create most often?

This Seminar Is Also Available on Demand

Microsoft® Excel® is now available on demand—which means you can learn where you want, when you want. Your paid enrollment in the on-demand seminar entitles you to one full year’s access to this seminar training. Call 1-800-258-7246 or order online at NationalSeminarsTraining.com.

Your on-demand access to the seminar is available for an individual; group training programs also available.

So you want to be more efficient in Excel, but you don’t know when or where to start?

Put your computer manual back on the shelf!

This outstanding workshop is the place to start … it’s your ticket to a faster, more productive way to master every aspect of this powerful software. From worksheet shortcuts to building impressive charts and graphs—to features you may not even know exist—you’ll learn secrets to getting Excel to perform its wizardry for you with ease.

If you’d like to improve your EXCEL skills—but don’t want to start back at square one—this is THE training you’ve been waiting for!

SPECIAL GROUP DISCOUNT: When three enroll from your organization, a fourth attends for FREE!
Your Comprehensive Workshop Agenda

1. The Key to Spreadsheet Success: Getting Off to a Good Start
   • How to swiftly navigate Excel® menus like a pro
   • Identify the toolbar commands you use most often … and hide the rest
   • Keyboard shortcuts that reduce the mileage you put on your mouse and save tons of time
   • Don’t repeat yourself … learn the quick steps to saving a document as a template
   • Managing files when you’ve got tons to keep track of
   • Data safeguards: How to protect your data in case disaster strikes

2. Formulas and Functions
   • Using the VLOOKUP and HLOOKUP functions
   • The no-fail method of backing yourself out of mistakes
   • How to calculate percentages, averages, interest, statistics, dates and more
   • How to spot potential formula goofs
   • When and how to use the “Fill Series” command
   • Using logical and IF functions
   • Using split and freeze panes

3. Lighten Your Load With Multiple Worksheet Links
   • Why an automatic update of linked worksheets makes your job easier
   • Create a linking formula with our step-by-step guidelines
   • Save valuable time by moving rapidly among multiple worksheets
   • Reduce chances for errors by linking instead of rekeying data

4. The Path to Print Perfection
   • The most common Excel printing goofs and how to avoid them
   • How to add footers, headers and page numbers
   • How to create recurring titles without rekeying them on every worksheet
   • Is your page breaking right? We’ll show you how to guarantee it does … every time!
   • The easy way to print worksheet selections—and get what you ask for

5. High-impact Spreadsheets, Charts and Graphs
   • Let Excel show you a variety of effective chart formats
   • When and how to use borders, shading, bold and underline
   • Impress others with charts that look like they took hours to create—when, in fact, you created them in minutes!
   • Add free-form narrative and graphics to your worksheets to facilitate understanding
   • How to change the plot direction on a chart
   • Changing the data source on a chart
   • Using and disabling the time-scale axis

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Gain essential skills that’ll boost your effectiveness

Be assured, at National Seminars Training we take training effectiveness very seriously. We firmly believe that the real value of training is how well it prepares you to do the job correctly, efficiently and cost-effectively. That’s why the emphasis in every workshop we present is on helping you address your real-world needs and achieve greater results.

Your satisfaction is 100% guaranteed!

We’re confident that you’ll get the highest quality of training and a tenfold return on your investment. And to show you we’re serious about this promise, if you aren’t remarkably more proficient in Excel as a direct result of this workshop, we’ll refund every penny of your tuition investment.

At National Seminars Training, your satisfaction is always 100% GUARANTEED!

Isn’t it time you learned how to use EXCEL more fully?

6. Creating Custom Toolbars, Menus and Dialog Boxes
   - Redundant tasks are history! Simply replace your duplicated efforts with a single menu or toolbar command
   - Define which tools you use most often and customize your toolbar in 4 quick and easy steps
   - How to record a macro in your customized toolbox
   - Simplify data entry by limiting menu and dialog box choices

7. Analyzing Data and Database How-to’s
   - How to perform a what-if analysis using the Scenario Manager
   - Understanding and using one- and two-variable data tables
   - Using Solver to solve problems by working backward
   - How the Auditing Toolbar helps you examine the association between cells and formulas in a worksheet
   - Fundamentals of creating Excel® databases
   - How to turn any list into a usable database
   - Tracing cells that cause errors
   - Creating a PivotTable to summarize large amounts of data quickly

Special Section: Macros
   - Why use a macro? 2 powerful reasons why you’ll leave this workshop a macro user from now on
   - Record a macro in 5 simple steps
   - How to develop your very own Personal Macro file to help you keep your macros organized
   - Automate your worksheets and kick into the “instant reply mode”
   - How to know when to use Excel macro language and when Visual Basic® is the more appropriate tool
   - Create a macro toolbar customized with the shortcuts you use most often
   - How to avoid input errors using macros

SPECIAL GROUP DISCOUNT: When three enroll from your organization, a fourth attends for FREE!
If you want to accelerate your organization’s results in a very short time, there’s one thing that will make a more dramatic impact than anything else you can do.

Give everyone in your organization the high-impact skills they need to become Excel® “power users.”

When you choose an on-site solution from NST, you’ll be in complete control of your training day but we’ll do the work for you—from assessment to delivery.

- We’ll help you find a trainer—from our roster of 150+ subject matter experts—who engages with your team, culture and climate
- You choose a date and location that meet your needs
- You tell us about your needs, and we’ll tailor the program to match your goals
- You get standardized, consistent training for everyone on your team

For 30 years, NST has been providing training that delivers measurable results … engages and inspires your team for maximum retention … and provides innovative content that meets your goals.

There’s simply no better way to get your team up to speed fast while getting every professional in your organization on the same page at the same time.

For more information or to receive a free needs analysis, call 1-800-344-4613 or email us at onsite@natsem.com.
National Seminars Training—30 Years of Training and Development

When results matter, you want a training partner that you can rely on. For three decades, NST has provided new ideas … answers to tough challenges … and legal updates to business professionals across the United States. A recognized leader in training and development, NST offers over 6,000 workshops and over 180 live Webinars each year.

Each year over 122,000 associates and over 46,000 managers turn to NST for solutions to the challenges they face. Every course offered by NST is developed by a team of experts with decades of real-world experience. So you can count on getting relevant information and career-building skills from a trainer who knows what’s going on in today’s world.

Enrollment Fee

**Group discount:** When three enroll from your organization, a fourth attends FREE. Group discounts apply to seminar registrations only and cannot be used for STAR12 or on-demand seminars.

**STAR12 Professional Edition—only $499*:** STAR12 entitles you to unlimited access to all NST seminars (retail priced $399 or less) + Webinars, online courses and more for 12 months. Enroll today at [joinSTAR12.com](http://joinSTAR12.com).

*Plus tax where applicable

To Enroll …

- Register online at [NationalSeminarsTraining.com/EXCL](http://NationalSeminarsTraining.com/EXCL)
- Call toll-free **1-800-258-7246**

Registration Information

- **Our Registration Center** is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.
- **Check-in** begins at 8:15 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.
- **Cancellations and substitutions.** Cancellations received up to five working days before the seminar are refundable, minus a $10 registration service charge. After that, cancellations are subject to the entire seminar fee, which you may apply toward a future seminar. 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.
- **CEUs:** Continuing education credit may be recognized by your professional board. Contact your own board to find out what’s required. You may also call us at 1-800-258-7246 for additional assistance.
- **Tax deduction:** The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.

Workshop Schedule

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