

Introducing a skill-boosting one-day workshop designed specifically for anyone who's mastered Excel's fundamentals and is ready to get the tools required to become a "power user"!

# BECOME A POWER USER MICROSOFT® EXCEL

**Go Beyond Mere Basics – Become  
a Power Excel User!**

Covers All Versions of Excel for Windows and Mac

- Cut the time it takes to build every worksheet you create from now on!
- The most underutilized Excel tools: 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!
- Learn how to create more intelligent worksheets that give you answers fast.
- Master essential techniques for creating eye-catching charts and tables.
- Discover how to effortlessly link worksheets to avoid rekeying shared information.
- Learn how to transform any list into a useful Excel database.

**Plus, Special Section: Macros Explained!**

Enroll today online at [www.NationalSeminarsTraining.com](http://www.NationalSeminarsTraining.com) or call 1-800-258-7246.

You've got the **POWER** of one of the most versatile spreadsheet programs at your fingertips ...

## Isn't it time you learned how to use Excel more fully?

If you're like most Excel users, you've been able to "get by" on your current skills. But do you really want to settle for just "getting by"? After all, right now you're probably tapping into only a mere fraction of Excel's immense capabilities, which means you're missing out on some of Excel's most useful, efficiency-boosting, time-saving features and functions.

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!

### Wouldn't it be great if there was a way to expand your skills without having to go back to square one?

**Now there is!** This workshop was specifically designed for anyone who's mastered Excel's fundamentals and is ready to get the tools, tips, techniques, and shortcuts required to become a "power user."

### A workshop jam-packed with how-to's you'll use immediately!

This brand-new Microsoft Excel workshop focuses on enhancing the skills you've already developed and teaches you the "must know" techniques and shortcuts that'll have the biggest impact on your productivity and efficiency. 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

### 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. Plus, you'll sit shoulder-to-shoulder with people just like you and learn from their in-the-trenches Excel experience.

### Gain essential skills that'll boost your effectiveness – guaranteed!

Be assured, at National Seminars Training, we take training effectiveness very seriously. You see, 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.

We insist this workshop will deliver all we've promised and more. And, as always, your complete satisfaction is 100 percent guaranteed!

## 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 Pivot Table? 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?

## Get ready for some power shortcuts!

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.

### So you want to be more efficient on 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.

**YOUR  
SATISFACTION IS  
100%  
GUARANTEED!**

We're confident that you'll get the highest quality training and a tenfold return on your investment. And to show you we're dead serious about this promise, if you aren't remarkably more proficient on 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!**

# Your Comprehensive Workshop Agenda

Workshop Hours: 9 a.m. to 4 p.m. Registration begins at 8:30 a.m.

## FAQs...

**Q.** What versions of Excel will be covered?

**A.** This program is for Windows and Macintosh users and will cover all versions of Excel.

**Q.** How will the workshop material be presented?

**A.** This workshop features our exclusive hands-off approach to learning. We'll bring the techniques and tools to life using a visually stimulating, accelerated training approach that incorporates state-of-the-art projection equipment that'll really bring the learning home.

You'll learn more than in those slow-paced hands-on training sessions because you will wait less ... on those who type at a slower rate ... on repeated instructions ... on keyboard mistakes, etc.

**Q.** I'm a self-taught Excel user – will this workshop still be beneficial for me?

**A.** It's perfect for you! This workshop was designed for intermediate Excel users – you know, 90% of Excel users! – who know enough to get around, but want to take their skills up a notch.

## 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

## 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 backwards
- 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 useable database
- Tracing cells that cause errors
- Creating a Pivot Table to summarize large amounts of data quickly

## Special Section: MACROS

- Why use a macro? Two powerful reasons why you'll leave this workshop a macro user from now on
- Record a simple 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

# BRING THIS SEMINAR TO YOUR ORGANIZATION

## ENTERPRISE LEARNING SOLUTIONS

Just imagine how much more productive – and less stressful – your workplace would be if every individual possessed the powerful Excel skills taught in this workshop.

Sounds like a dream, doesn't it? But it's not! Thanks to the convenient and affordable option of on-site group training, we can bring this extraordinary workshop to your organization.

We'll present this skill-building training at a time and place most convenient for you – and we'll customize it to meet your unique organizational needs! Find out how our guaranteed on-site learning solutions can benefit your organization.

To find out more, call 1-800-344-4613, email us at [onsite@ruceci.com](mailto:onsite@ruceci.com), or visit us on the Web at [www.NationalSeminarsTraining.com](http://www.NationalSeminarsTraining.com).



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This program is part of the STAR12 Complete Learning Center. See page 6 for details.