

Excel

Special Webinars or on-site Classes

- Don't miss the chance to have these unique Excel courses presented at your site or as webinars
- Discover the real power of this popular, under-utilized software.
- Get an immediate return on your investment as you learn efficient, powerful tips, techniques, and tricks that will save you hours every week.
- Sessions are based on topics most relevant to today's business users and customized for your needs.
- These courses can be presented as 75-90 minute webinars or as half-day classes at your site.
- Let us help you construct your own course/webinar by selecting topics gathered from different courses.

Excel Power Tips and Shortcuts

This unique course is filled with dozens of tips (not found in standard courseware) that let you achieve immediate productivity gains. Most Excel users are not utilizing the full power of this software - you need these shortcuts and techniques to make you a proficient and powerful Excel user. Learn to display formulas instantly, audit formulas with keystroke shortcuts, copy/move/paste with simple dragging, build date lists effortlessly, and adjust values without formulas. You'll also get a list of over 100 Excel keystroke shortcuts.

Excel Functions and Formulas

Don't have time to explore Excel's 400+ functions? This course focuses on productive timesaving functions that every power user of Excel needs, as well as formula-building and trouble-shooting techniques. Master the intricacies of IF and VLOOKUP and the related INDEX and MATCH functions. Learn about AND, OR, RANK, SUMIF, AVERAGEIFS, rounding, statistical, and financial functions, powerful text functions, date/time functions and creative array formulas.

Excel Database Features

This session explores all of the techniques needed to create, modify, and manage an Excel database. Learn all about validating data, creating data entry forms, sorting, adding subtotals, identifying and/or eliminating duplicate records, filtering, and using Excel's Advanced Filter. Use specialized database functions, apply trouble-shooting functions to clean up downloaded data, and get database design tips.

Excel Pivot Tables

This course gives you dozens of techniques and tips to get the most out of Excel's most powerful analytical tool. Learn how to summarize voluminous data into concise tables that reveal the relationship between multiple data categories. Consolidate data from multiple worksheets and workbooks; group data by date/time measures; create ad hoc groupings as needed; use Slicers to filter results interactively and create calculated fields for additional summary information; use Conditional Formatting with PivotTables to highlight data with special emphasis. Learning to use PivotTables gives you creative opportunities for unparalleled data analysis.

Excel Charts and Graphical Features

Learn the best and quickest ways to create visually appealing and functional charts and earn the best chart types to use for specific kinds of data. Use Excel's other graphical features, like SmartArt and WordArt to add spice, functionality, and pizzazz to your worksheets and charts. Use drawing tools and shapes to annotate charts and worksheets and the Forms toolbar for creative interactivity and heightened visual appeal.

Excel Formatting Techniques

Despite the overwhelming importance of content in an Excel worksheet, poorly formatted data can deflate the importance of your data, make it more boring, hide important aspects you want to accentuate, and might be unattractive as well. You need to know quick, efficient ways to control worksheet appearance, how to emphasize major data points, format data for printing, and apply attractive visual effects without lengthy command sequences. In this session, you'll get dozens of vital formatting shortcuts you can use daily as well as learn the intricacies of Conditional Formatting, a dynamic formatting tool with dazzling possibilities.

Excel Macros

Learn the basic techniques for writing and using Excel macros. By building macros via recording as well as by using Visual Basic, you can automate lengthy, repetitive tasks; you can then use a toolbar button, keystroke shortcut, or a graphic to activate your macros when needed. Work with do-loops and if statements to expand macros well beyond simple recording techniques. This course lays the foundation for automating day-to-day business applications.

What's New in Excel 2010 and Excel 2013?

It's a different world in Excel 2010 and Excel 2013 – particularly if you are upgrading from Excel 2003 or earlier versions. A completely re-designed menu/toolbar system, new summary functions, 21st century charting tools (along with major chart improvements in Excel 2013), as well as new features such as Sparklines, Slicers, Flash Fill and a ton of other tools that you're not likely to find without this introduction. If you're switching to either of these newer versions, you need this course.

Customized Excel Classes

Publicly offered classes and webinars often contain topics that don't fit your needs and they use sample files designed for a general audience. For real productivity, you need training on topics that you select and based on files used in your organization. For a more relevant and accelerated learning experience, ask about how you can have just the course you need – delivered in a timely fashion using your files.

All sessions cover Excel versions 2013, 2010, or 2007 as needed; also available on Excel 2011 for the MAC.
Sessions are taught by Dennis Taylor, author/presenter of over 50 Excel video/DVD courses and Author/presenter of over 350 Excel webinars and hundreds of public Excel seminars throughout the US and Canada.
View sample Excel training videos: www.lynda.com/dennistaylor Contact:dennistaylor@msn.com 303/440-1380

Other Classes

Excel Refresher Course

This half-day course is designed for beginning to intermediate users who need to accelerate their Excel skills; casual or occasional users who want to become more confident in using Excel are ideal candidates for this class. In addition to providing productivity tips and techniques, this course provides a review of the basic techniques for entering data, creating and copying formulas, using functions, applying formatting efficiently and preparing data for printing. It also includes a quick overview of charts and a look at how to sort and filter database-type lists.

Introduction to Excel

This half-day course is designed for those who have had little or no experience using Excel. It covers all of the basic techniques needed to become familiar with Excel by building a worksheet containing features present in most worksheets. Included are the most efficient ways to enter data, build formulas, use functions, apply formatting, handle basic printing options, and save, close, and open files. This course also introduces basic chart and database concepts.

Excel Advanced Topics

This half-day course explores Excel features not usually covered in standard classes. It emphasizes special techniques, such as: using powerful array formulas for data analysis, copy/paste/link techniques with other worksheets and workbooks, managing multi-sheet (3D) workbooks, mastering complex two-way lookups (using array formulas, MATCH and INDEX functions), using formula-based conditional formatting for dynamic display effects, mastering the visual and calculation features of data converted to a Table, and using powerful analytic tools, such as Goal Seek, Solver, and Scenario Manager.

About the Instructor - Dennis Taylor

- Over 25 years of teaching experience throughout the US and Canada
- Author/Presenter of over 350 webinars on various Excel topics
- Author/Presenter of numerous Excel courses (video, CD, DVD) starting in the mid-1990's
- Author/Presenter of online Excel courses for Lynda.com (Excel 2007, 2010, 2013), available at www.lynda.com/dennistaylor
- Author of Teach Yourself Microsoft Excel 2000; co-author of five other books on spreadsheet software