



Our mission is to deliver technology, tools and training to maximize impact, productivity and purpose



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Advisicon.com

Microsoft
Partner



Gold Project and Portfolio Management
Gold Data Analytics
Gold Cloud Productivity
Gold Windows and Devices
Silver Collaboration and Content



Project
Management
Institute.

EXCEL FOR PMs & OFFICE PROFESSIONALS

COURSE OVERVIEW

Microsoft Excel is one of the most widely deployed software applications in the world. Initially introduced in 1985 for Apple Macintosh, then for Windows PCs in 1987, it is now in its 16th generation. Excel's greatest value and, simultaneously, its greatest weakness, may come from its ease of use, flexibility, and accessibility. Because Excel can be used for an almost unlimited number of purposes, business professionals have a broad set of features to understand and must ensure their workbooks and analytical models can be effectively audited and used by others.

Participants will learn:

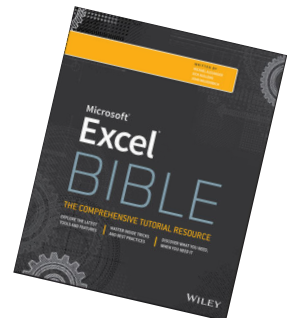
- Print worksheets
- Work with common formulas
- Create, modify, and print charts
- Use Pivot Tables
- Format worksheets to present analysis & results
- Styles, themes, and templates
- Use Excel with Word
- Financial & date functions
- Use logical functions
- Use multiple conditions with the IF function

WHO SHOULD ATTEND

This course is intended for those with moderate to extensive experience working with Excel but with little to no formal training. It's geared towards those who want to learn the most common formulas and functions, tips and tricks.

COURSE MATERIALS

We recommend accompanying this course with the Excel Bible by John Walkenbach—a comprehensive reference source about Excel. The book can be ordered from Advisicon either in combination with your course registration or separately.



CLIENT RECOMMENDATIONS

Advisicon was always responsive to our needs and met the organization where we were as it related to the technology. I have recommended them on several occasions to other companies and state agencies.



Janina
Project Manager,
SC Department
of Health &
Environmental
Control

We've contracted Advisicon several times and would do so again, if needed. Their personnel are also very professional and personable to work with.

Impressive company.

IT Project Manager, Oregon PERS

Paul



COURSE OBJECTIVES

Start & Enter Data

- Program navigation
- Use worksheets
- Autofill data
- Edit cell contents

Work with Formulas

- Enter & autofill formulas
- Use common formulas
- Use formula error checks
- Use constant values & formulas

Format Worksheets

- Format numbers
- Merge cells
- Add borders
- Use rows & columns
- Create custom format
- Conditional formatting
- Build in auditability

Charting Data

- Use the right chart type
- Create a chart
- Modify chart elements
- Change chart location/size/type

Use Styles and Templates

- Apply cell styles
- Use themes
- Use & create templates

Print Worksheets

- Use print preview
- Work with print settings
- Use page setup tools
- Create headers and footers
- Add page breaks

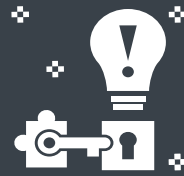


COURSE INSTRUCTORS & ACCREDITATION

This course will be taught by an experienced instructor, knowledgeable in the field of project management and Excel data management. Your attendees will obtain key knowledge on how to leverage Excel to optimize reporting, auditing, and analytical modeling.



Advisicon's goal is to improve your processes and technologies, thus creating measurable results. For over 25 years, we have successfully helped customers learn, scale, and grow.



PAIN POINTS THIS COURSE HELPS!

WHAT CHART IS BEST TO WORK WITH?

When it comes to visualizing data, we know that one size doesn't fit all. We'll teach you to select the best chart for your specific situation.

I CAN'T MAKE MY COMPLEX FORMULAS WORK!

With one character off, your Excel code will break or malfunction. Our experienced instructors will show you how to build your formulas and quickly check them for accuracy.

MY SPREADSHEET DOESN'T DISPLAY RIGHT IN WORD.

Programs can be tricky to work with when you try to integrate them, but by learning the proper path to take, embedding, editing, and formatting in your Word docx are a breeze.