



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

# MICROSOFT® Excel®

## One-Day Seminar

### DAY 1 EXCEL BASICS

This one-day seminar is for beginning to intermediate users. Learn how to set up Excel to meet your personal needs at work or at home and customize its many features so it works for you!

- Master an array of Excel formulas and functions and put spreadsheet power at your fingertips!
- Design and organize the best possible worksheet — before you enter the first number.
- Give your worksheets visual punch with exciting charts and graphs, step by step, the easy way!
- Make editing easy — fearlessly copy, move, delete, insert or replace anything in your worksheet!
- Solve common printing problems and end irritating output surprises once and for all.
- Macros now! Even if you're a beginner, create and use simple macros to save time and sidestep mistakes!

**Just one day to Excel Excellence!**

## One-Day Seminar

### DAY 2 BEYOND THE BASICS

You know the basics. Now become a pro! An accelerated one-day workshop to make you a Microsoft Excel Pro!

- Improve the quality, accuracy and usefulness of every Excel worksheet!
- Use the Visual Basic Editor to eliminate repetitive keystrokes and save time.
- Create visually exciting charts by adding graphics with customized drawing tools!
- Discover the most important database functions and how they work.
- Uncover the easiest ways to collect and format data.
- Develop PivotCharts® and manage them in a snap!

**Increase your productivity with Excel in just one day!**

## Enroll Today!



Call

1-800-556-2998



Online

[www.pryor.com](http://www.pryor.com)



Fax

913-967-8849



Mail

Fred Pryor Seminars  
P.O. Box 738002  
Dallas, TX 75373-8002



DAY

# 1 EXCEL BASICS

## **Discover the basics, plus expert power tips!**

Starting with the basics and moving to more advanced features, you'll learn how to turn Excel into your most powerful productivity tool. If you're only tapping into a few of the features of this powerful and versatile software, get set for a productivity explosion! You'll learn hundreds of ways to work faster, smarter and savvier with Excel!

## **Get up to speed — fast!**

You don't have to waste hours wading through thick manuals, sitting in classes for days or even weeks, fruitlessly punching keys in trial-and-error learning efforts — forget all that! Our guaranteed one-day computerless training gives you the most information possible in the least amount of time. Most of us don't have time in our busy workdays for extended training or on-the-job learning. Enroll in **Excel Basics** today and you'll master the basics and move on to the tough stuff — away from deadlines, demands and office pressures.

## **Squeeze the most from your training dollar!**

Check the prices of other software training courses — you could spend \$495, \$695, even \$895 in tuition fees, transportation costs and hotel accommodations. Or, you can invest in this top-quality training course. You can expect to learn everything you would in the more expensive training options but in just one day, for a reasonable tuition. Plus, you'll take home an indispensable Excel reference workbook that will prove priceless to you again and again!

## **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.

## **Learn from instructors who know their stuff.**

Our instructors are savvy, intelligent business professionals with extensive experience using Excel in real-world settings. Although they're experts, they're not technicians or programmers, so they speak your language, not hard-to-follow "computerese;" you'll love the emphasis on practical, understandable solutions to the challenges you face every day.

## **You're just one day away from Excel excellence!**

This exciting seminar is coming soon to a location near you! (See a full listing of dates and locations in this brochure.) And, it's easy to register: visit our website at [www.pryor.com](http://www.pryor.com), call toll-free or send the registration form by fax or mail. But do it today to ensure your place — enrollment is limited in some locations.

### **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!



# Course Content

## Take a quick tour of Excel basics!

- Shortcut menus: the most efficient ways to access commands for any task
- Help for Help! How to find what you need in Help without endless searching and scrolling
- How to select cells or ranges of cells — two methods to choose from
- Excel Workbooks: the backbone to efficient file management
- How to find a single file or a particular workbook in record time

## Build a worksheet from the ground up

- What to consider before you create a worksheet — expert advice on building a worksheet framework that will accomplish your objectives
- Tips for entering text and numbers and a super-quick way to cancel or confirm your entry
- Ways to copy and move data without anxiety
- The view you need — how to zoom in or zoom out of the worksheet
- When titles and labels keep moving out of view: techniques to freeze them in place while you move around your worksheet

## Harness the real power behind the numbers

- Formula and Function basics — on-the-mark advice to end confusion once and for all
- Mathematical formulas made easy: how to subtract, multiply or divide data
- Basic Excel functions that let you calculate averages, percentages and much more using built-in predefined formulas

## Learn the techniques for producing visually exciting worksheets!

- The secrets to attractive, readable worksheets: five formatting guidelines to apply to any worksheet you produce
- How to control alignment, decimals, dollar signs and more — in one easy operation
- Fonts, shading and borders that increase the readability and attractiveness of your worksheet

## Get the output you want without trial-and-error printing

- Print Options: the many choices Excel gives you to customize your printing. Plus, how to add headers, footers and page numbers to a worksheet
- No more strange page breaks — how to set manual page breaks and ensure your titles and labels print on every page

## Add impact and visual punch to your data!

- An easy-to-understand glossary of terms used in charting and graphing data
- The Chart Wizard — how to easily produce vivid, exciting charts to accompany your data, even if you're a total novice
- Where to actually put your chart: all about embedded charts, separate charts and chart sheets within a workbook

## Gain speed, efficiency and ease at every session!

- Steps to customize Excel and achieve maximum personal productivity
- Large worksheets with Split Windows — the best way to effortlessly view distant figures side by side
- A practical look at database basics to get you started
- For mouse-haters: a quick guide to shortcuts to keep your hands on the keyboard
- An end to macro mystery — how you can automate many tasks using macros

**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 basics. 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:** 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. (And, doesn't a day away from the computer screen sound great?) Your workbook provides all of the information you need to try everything you've learned later, at your own speed and convenience.



# DAY 2 BEYOND THE BASICS

**Shortcuts, new techniques, key codes — you thought Excel was amazing before. Now experience it on a whole new level.**

**“I didn’t know I could do that!”** — you’ll say it often at *Beyond the Basics*. One day never delivered so much practical, real-world computer skills training. You’ll improve your productivity tenfold. Complicated charts and graphs that once took hours to compile will now take only minutes to set up and assemble. You’ll learn when it makes sense to use a macro, how to debug a macro and how to create and manage a PivotChart. Key code shortcuts you learn will transform multistep processes into single, simple moves. Even the advanced linking and data exchange operations you once dreaded will become easier.

Think of the time you’ll save building worksheets in Excel. You’ll never again waste valuable time searching through those thick Excel manuals. Plus, you’ll benefit from spending a day with other Excel users and learning from their experiences and questions.

## **Work faster and smarter with Excel**

It’s frustrating to know what Excel can do, but not understand the techniques to accomplish it. In one day, you will learn not only the formulas, database techniques and macro commands to make work go faster, but you will 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 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 advanced 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 of. Enroll today by phone, fax or mail and watch your productivity soar!

## **Does this sound familiar?**

- You taught yourself the Excel program and 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.





# Course Content

**You know the basics, now go beyond!**  
**Become an Excel expert with power-user techniques.**

You've seen what others do with Excel. Now you, too, can quickly and effortlessly create the most complicated, challenging spreadsheets. It's easy using the shortcuts, techniques and handy tips you'll learn in one day at the *Beyond the Basics* program.

## Setup and editing success

- Seven rules to make worksheet setup easy
- How to conceal data in cells, columns and rows without losing it
- Three steps to protect your data
- Nine keyboard shortcuts that can cut hours from your work
- Tips on changing chart attributes without losing data
- How to manipulate multiple ranges with Autofill
- The overlooked problem-solver for naming ranges
- The end of data entry drudgery — how to get the software to do it for you

## Formulas and functions that cut work down to size

- Tips for building complex formulas quickly and accurately
- How to utilize the hundreds of functions at your fingertips
- How to use absolute and mixed cells
- Logic functions — the "If," "And" and "Or" statements that make data more usable
- Seven formulas you can use right away to select, extract and combine text entries
- Four benefits of manipulating your text
- The all-important functions and what each does
- How to give multiple views of your data

## How to make the most of macros

- When to use an automated procedure or macro and when not to
- Tips for recording a complex macro and ensuring it runs easily
- How to assign command buttons to macros
- Techniques for debugging a macro, as easy as 1,2,3
- How to start — and use — the Visual Basic Editor

## Data exchange with other applications

- Specific steps for sharing data with Microsoft PowerPoint®, Access®, Word and other platforms
- How to save your Excel work in a Web-friendly format

## The power of tables, databases and lists

- How to sort to maximize the data's usability
- Auditing: a visual map of your formulas
- How to build and manage a PivotChart that's everything management wants
- The best way to analyze equations with scenarios
- A shortcut for calculating trends and projecting future ones

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

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!

### Tailor the Training to Meet Your Specific Needs!

We'll help you choose the appropriate courses for your organization and tailor each one to address your specific goals, issues and scheduling concerns.

### Maximize Your Training Budget!

Onsite Training allows you to train work groups, teams and entire departments for less than the cost of traditional public seminars or other training options.

Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak.

For a free consultation,  
visit us online at  
**pryor.com/onsite**  
or call us at  
**1-800-944-8503**

## Registration Information

**Enroll Today!** Attend both *Excel Basics* and *Beyond the Basics* (2 days) and save per person. Discounts available for groups of 5 or more from the same organization attending the same event.

Attend *Excel Basics* (1 day)

Attend *Beyond the Basics* (1 day)

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.**

**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 UNITS (CEUs)

Fred Pryor Seminars offers CEU credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines and approval is at the discretion of your licensing board.

**Questions or concerns should be directed to your professional licensing board or agency.**

### CONTINUING PROFESSIONAL EDUCATION (CPE)



Fred Pryor Seminars and CareerTrack, divisions of Pryor Learning are registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education

on the National Registry of CPE Sponsors. State Boards of Accountancy have the final authority on the acceptance of individual course for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website:

[www.nasbaregistry.org](http://www.nasbaregistry.org). Fred Pryor Seminars and CareerTrack's Sponsor ID number is 109474. These courses qualify for 6 CPE credits each.

### PROFESSIONAL DEVELOPMENT UNITS (PDUs)



As a Registered Education Provider (R.E.P.), our organization is approved by the Project Management Institute (PMI)®

to offer Professional Development Units (PDUs). For more information, please visit [www.pmi.org](http://www.pmi.org). Our organization's R.E.P. number is 3992. These courses qualify for 6 PDUs each. \*

### COMPLETION & CONTINUING EDUCATION CERTIFICATES

To obtain a certificate documenting your completion and/or CEU, CPE or PDU credits, please visit [www.pryor.com/certificate](http://www.pryor.com/certificate). Certificates will be available 10 days after your event has ended.

### 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*.

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EXPRESS CODE

914846

DAY 1 - EXCEL BASICS  
DAY 2 - BEYOND THE BASICS

- Online pryor.com
- Call 1-800-556-2998
- Fax to 913-967-8849
- Mail your registration form!

Enroll Today!



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www.pryor.com



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Mail  
Fred Pryor Seminars  
P.O. Box 738002  
Dallas, TX 75373-8002

Your VIP # is WINQ

**1**  **YES!** Please register me for the Excel seminar(s) indicated in Section 4.

(2 days) and save! Per person discount available for groups of 5 or more from the same organization attending the same event. Attend Excel Basics (1 day): Per person discount available for groups of 5 or more from the same organization attending the same event. Attend Beyond the Basics (1 day): Per person discount available for groups of 5 or more from the same organization attending the same event.

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

VIP \_ \_ - \_ - \_ - \_ - \_ - \_ - \_ - ( \_ \_ \_ \_ )  
if available

**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 738002, Dallas, TX 75373-8002. Our federal ID# is 92-2053228 (FEIN).

Please add applicable state and local tax to your payment for programs held in Hawaii (4.166%; Honolulu 4.712%), South Dakota (6.5%) and West Virginia (6%; plus applicable local tax).

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

\_\_\_\_\_ MO. \_\_\_\_\_ YR. \_\_\_\_\_  
EXPIRATION DATE

CARD NUMBER

Card Holder's Name: \_\_\_\_\_

Tax-Exempt #: \_\_\_\_\_

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

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.

**Your VIP # is WINQ**

This course qualifies for  
**CPE and PDU credits.**  
See details on page 6.

 EXPRESS CODE  
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**Excel**®

**2 ONE-DAY SEMINARS**

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You know the basics. Now become a pro! An accelerated one-day workshop to make you a Microsoft Excel Pro!

**Attend BOTH for and SAVE**