

MICROSOFT® EXCEL® FORMULAS AND FUNCTIONS

Easily automate calculations and tasks to increase efficiency, accuracy, and productivity

Have you ever struggled with:

- Accessing all the valuable information in your spreadsheets?
- Making smart business decisions based on your Excel data?
- Providing vital information in order to meet financial goals?
- Identifying business patterns to make better industry forecasts?
- Spotting trends within your data?
- Presenting your information in “layman’s terms”?
- Imported excel spreadsheet data that doesn’t come in the way you expected?
- Trying to calculate numbers that won’t calculate due to numbers in the wrong format?
- Summarizing spreadsheet data that is difficult to work with because it’s not formatted properly?
- Trying to get your data to come out the way you want it to?

Stop struggling with these kinds of questions and come to learn the answers!

This 1 day in-depth, focused training session can take your Excel knowledge to the next level.

Join the elite few who have mastered some of Excel’s most powerful functions and formulas.

Understand Names, Ranges and Formulas

- Apply simple to complex formulas to draw out hidden information
- Add function formulas to understand what’s really going on with your numbers
- Logical functions, Date type functions, VLookup and HLookup Functions.
- Learn how named cells and ranges can make your formulas more understandable
- Easily move through worksheets using the Name box
- Save time by using names in your formulas and functions
- Learn the difference between relative and absolute reference formats
- Discover the power behind Excel’s data validation formulas
- Learn how to debug errors using Excel’s auditing tools

Analyze Data Using Tables

- Create criteria ranges using database functions
- Use filter lists to evaluate a table’s content
- Reference tables in formulas
- Understand limitations and restrictions within functions and how to avoid them



Your Total Training Resource

Registration Information

Time: Workshops scheduled from 9:00 a.m. to 4:30 p.m.

Pricing: 1-2 attendees \$229 per person, 3+ attendees \$199 per person.

Location: DePaul University, O'Hare Campus, 8770 W. Bryn Mawr Ave., Chicago, Illinois 60631 ([Click here to download a map and directions](#))

To register or for additional information either email, phone or complete the [online registration form](#). **Email:** Ken Keller at kkeller@c-kg.com or **Phone:** (630) 495-0505 or (800) 869-7497.

Register online: [Complete form by clicking here](#). If you register online, a confirmation email will be sent to you with next steps and payment details. Please note we accept checks as a form of payment.

[To see a complete list of our current workshops click here.](#)

Customized onsite workshops are also available.

Please contact us with any questions or concerns you may have. Email: Ken Keller at kkeller@c-kg.com or Phone: (630) 495-0505 or (800) 869-7497.