



Your Total Training Resource

MICROSOFT® EXCEL® DATABASE ANALYSIS AND PIVOTTABLES MADE EASY Virtual Workshop

How they work, when to use them, and what they can do for YOU!

Learn to quickly make sense of all the numbers, and find out how one of Microsoft Excel's most powerful – yet least used – tools can turn data drudgery into conclusive reports and simplified analysis. Attend this powerful 1 day training session and discover the power of Database Analysis and PivotTables!

In today's fast-paced world, do you have more to do and less time in which to do it? People are looking to you to decipher pages full of data, but do you really know how to spot trends and draw conclusions? Day after day, you input data hoping it will help produce positive results for your organization, and time after time you've wondered what other people do with all the data they collect. Wouldn't life be much simpler if there were an easy-to-use tool that could help you make sense of all those numbers?

If you're not already using Excel Databases or PivotTables to help you work smarter, you risk misinterpreting critical data, losing precious hours out of your day, and getting left behind by the competition.

PivotTables are the most underrated tool in the Excel arsenal. Many users are either afraid to give them a try or unsure of what exactly PivotTables do. They might sound complicated, but once you learn how to analyze data with these essential tools, you'll be working smarter and faster than ever before!

During this workshop you will learn to:

- Import and export data from a variety of sources
- Create an Excel database that can be filtered and sorted
- Use the Subtotal tool to summarize your data, including other database-specific function formulas
- Use the solver and goal seek to perform goal oriented calculations based on many criteria
- Use frequency distribution to summarize data
- What PivotTables are and why everyone needs them
- PivotTables defined: Understand when, where, why, and how to use PivotTable
- Go from plain data to a PivotTable with 3 clicks of the mouse
- Change your data in a snap with the drag and drop approach
- Turn boring old data into stunning charts with one keystroke
- Refresh your data seamlessly with one click of the mouse



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Registration Information

Time: This is a 7-hour workshop. Sessions are scheduled from 9:00am-12:30pm CST and presented over 2 days.

Pricing: 1-2 attendees \$275 per person, 3+ attendees \$245 per person. **This fee covers both sessions.**

Other Information:

- The session will be delivered on the Go To Meeting platform so all participants will work from their own workspace and use their own computer. Go To Meeting has video capability but, if the participant's computer is not equipped with a camera, audio will also work.
- To register we will need the name and email address of each participant.
- Five (5) days before the date of the session we will send each participant an electronic copy of the course materials, which should ideally then be printed for use during the session. Additionally, we will provide a link of a Meeting ID that when clicked on will allow the participant to enter the training room. For those registering less than 5 days prior, it will be no problem as we will immediately provide the information.
- Participants should enter the training room 15 minutes (8:45) before the start time.
- The sessions will be limited to 20 participants to allow for, and ensure, maximum interaction, participation and engagement.

To register or for additional information either email, phone or complete the [online registration form](#).

Email: Ken Keller at kkeller@c-kg.com or Dean Carroll at dcarroll@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 Dean Carroll at dcarroll@c-kg.com or Phone: (630) 495-0505 or (800) 869-7497.