



Your Total Training Resource

MICROSOFT® EXCEL® FORMULAS AND FUNCTIONS Virtual Workshop

**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 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



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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-k.com or Dean Carroll at dcarroll@c-k.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-k.com or Dean Carroll at dcarroll@c-k.com or Phone: (630) 495-0505 or (800) 869-7497.