



Your Total Training Resource

MICROSOFT® EXCEL® FORMULAS AND FUNCTIONS Virtual Workshop

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

Are your worksheets giving you the wrong answers? Learn the need-to-know formulas and function formulas that will help you see deeper into your worksheet data. It's time to ditch the old calculator-approach to worksheet calculations and super-charge your formulas and function-formulas skillset to get the right answers from your worksheet data. We teach you how to solve simple to complex problems in creative ways by learning what formulas to use and why. Learn all the tips and tricks to best summarize and analyze your worksheet data.

What you will learn in this workshop:

- Create formulas with combinations of addition, subtraction, multiplication, and division.
- Create function-formulas to perform mathematical, logical, and statistical calculations, that dig deep into your data.
- Nest or combine multiple formulas and function-formulas for dynamic calculative results.
- Learn the roles that absolute and relative referencing and parenthesis play in the formula creation process.
- Tools to edit and troubleshoot formula errors and oversights.
- Formula auditing tools to evaluate formulas, error checking and trace formula precedents and dependents.
- Perform worksheet calculations without the use of formulas.
- Link cell values within and between multiple worksheets and consolidate worksheets.



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Registration Information

Time: This is an 8-hour workshop delivered over 2 days.

Pricing: 1-2 attendees \$345 per person, 3+ attendees \$ 325 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. Additionally, we will provide a link of a Meeting ID that when clicked on will allow the participant to enter the training room. Please have participants check their spam/junk folders starting 5 days before the session as often the invitation may end up in that folder- info will come from smalan@c-kg.com.** For those signing up less than 5 days prior, it will be no problem as we will immediately provide this 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/Phone: Ken Keller (kkeller@c-kg.com 847-331-9497) or Darryl Harris (darryl.ckg@gmail.com 630-730-4393) or Sue Malan (smalan@c-kg.com 630-495-0505)

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 in person and virtually and are instructor led. Please contact us with any questions.