



Your Total Training Resource

## **MICROSOFT® EXCEL® DATABASE ANALYSIS AND PIVOTTABLES MADE EASY**

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

**Pricing:** 1-2 attendees \$275 per person, 3+ attendees \$245 per person.

**Location:** OLC Education & Conference Center (The name on the building is AAOS.),  
9400 W. Higgins Road, Suite 100, Rosemont, IL 60018-4975.

The parking garage next door has free parking with validation, available at the front desk.

[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-k.com](mailto:kkeller@c-k.com) or Dean Carroll at [dcarrroll@c-k.com](mailto:dcarrroll@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](mailto:kkeller@c-k.com) or Dean Carroll at [dcarrroll@c-k.com](mailto:dcarrroll@c-k.com) or Phone: (630) 495-0505 or (800) 869-7497.