

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