



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!

How they work, when to use them, and what they can do for YOU! Lost your way in the data-jungle and trying to understand what your data is telling you? Gain top-insight and more effective understanding of your data with Excel's powerful data-tools, features, and Function & Formulas. Learn to effectively manage worksheet data or data from outside sources. Discover how PivotTables can help make the most from your data with its powerful summarization, charting and reporting tools.

During this workshop you will learn to:

- Procure database-list data from scratch or outside file/data source.
- Fix/normalize data with special tools and function-formulas.
- Sorting by primary, secondary and more – to compare and contrast areas of your data.
- Perform subtotaling reports on single and grouped data.
- Filter data to focus on information that matches criteria you set.
- Advanced filters called “slicers” that make it easy to understand what exactly is being displayed (Dashboard effect).
- Insert pivot-table tool – perform the ultimate in data summarization and formatted reporting.
- Pivot-charting based on pivot-tables.



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Registration Information

Time: This is a 6.5 hour virtual workshop 9am – 4:30pm with 1 hour lunch break.

Pricing: 1-2 attendees \$345 per person, 3+ attendees \$325 per person.

The entire fee is non-refundable if a cancellation occurs less than 7 days before the date; substitutions are allowed up to the day of the 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.