

## Productiv\_IT with Excel 2003

## Productiv\_IT with Excel 2007

## Productiv\_IT with Excel 2010

### **One on One (1/2 day), Small or Large Groups (1/2 to 1 day)**

MS Excel is one of the most popular pieces of software ever written, however it is also the most misused. Most current training focuses on the main features of Excel – but how do we use it to do our work more productively? How can I use it to solve basic business issues and make my life easier?

**The Productiv\_IT with Excel** is a session designed for users of Excel. It is suggested that participants have a working knowledge of Excel before attending this session.

We focus on making the most of complex office applications. Our IT training specialists teach you good work practices in order to achieve greater personal productivity using Microsoft Excel. We take popular business problems and workshop ways to solve them in a motivating, non threatening manner.

You'll learn lots of shortcuts and ways to get MS Excel working in a manner that makes you less stressed, more productive and more likely to achieve your goals.

### **Acorn Trainers**

The people at Acorn believe training should be;

- Professional - both presenters and materials
- Relevant - meeting the needs of the attendees
- Well managed and administered - so it runs smoothly from start to finish
- Cost effective - providing a positive return on your investment
- A rewarding yet relaxing break from the day to day pressures of the office.

Our trainers have considerable experience in their field and have been delivering successful training programs for many years.

<b>Workshop Modules</b>	
<p><b>Laying out the Worksheet in Excel</b></p> <ul style="list-style-type: none"> <li>- The Excel Screen</li> <li>- General and Edit Options</li> <li>- Setting up Columns and Rows that are effective for your application</li> <li>- Data Entry Features</li> </ul>	<p><b>Working with Databases</b></p> <ul style="list-style-type: none"> <li>- Getting Data into the Right Shape</li> <li>- Filtering and Subtotalling</li> <li>- The Power of Pivot Tables</li> </ul>
<p><b>Using Large Worksheets</b></p> <ul style="list-style-type: none"> <li>- Some Excel Trivia</li> <li>- Manipulating the Views</li> <li>- Splitting Windows and Freezing Panes</li> <li>- Easy ways to get around</li> </ul>	<p><b>Working with Text and Data</b></p> <ul style="list-style-type: none"> <li>- Importing Text Files</li> <li>- Converting Text to Columns</li> <li>- Data Validation.</li> </ul>
<p><b>Working with Multiple Worksheets</b></p> <ul style="list-style-type: none"> <li>- Positioning Worksheets</li> <li>- Easily Enter and Format Data across Worksheets</li> <li>- How to use 3D Formulas</li> </ul>	<p><b>Creating Better Charts</b></p> <ul style="list-style-type: none"> <li>- Charting</li> <li>- Formatting an Axis</li> <li>- Changing the Axis Scale</li> <li>- Using a Secondary Axis</li> <li>- Formatting Charts</li> </ul>
<p><b>What If Analysis</b></p> <ul style="list-style-type: none"> <li>- Using Formulas &amp; Functions</li> <li>- Using Variables</li> <li>- Looking at other Data Analysis Features</li> </ul>	<p><b>Working with Multiple Workbooks</b></p> <ul style="list-style-type: none"> <li>- Creating Links to other Workbooks</li> <li>- Creating Formulas that use Links</li> <li>- Maintaining and Updating Links</li> <li>- Creating a Workspace with Multiple Workbooks</li> </ul>

### Testimonials:

“Easy to follow format. Great pace.” – Joanne Beaumont, FAHCSIA

“I learnt so much and was able to follow it. The best Excel course I have attended.” – Debra Fletcher, FSANZ

“Being self taught, the course has given me a very good understanding of what can be done.” – Kerry Gulliford, Chief Minister’s Dept

“Easy to understand, course went fast. Lunch!” – Nicole Burke, Canberra Hospital

## Enrolment Form – Productiv IT with Excel

Excel 2003  Excel 2007  Excel 2010

ABN 34 073 999 185

Send this form to Acorn: Fax (02) 6162 2077 or e-mail to [bookings@acorntraining.com.au](mailto:bookings@acorntraining.com.au)

We will ring you to organise a time to run the session.

Attendee's name	Email address	Phone Number
1.		
2.		
3.		
4.		
<b>Organisation</b>		
<b>Branch/Division</b>		
<b>Address</b>		
<b>Phone #</b>		
<b>Fax #</b>		

### Payment Details

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Single attendee: \$595

Second and subsequent attendee: \$395

For larger groups please call for a quote

#### 1. Credit Card (Amex, Diners, Visa, MasterCard)

Name \_\_\_\_\_ Card No \_\_\_\_\_

Expiry date \_\_\_\_\_

#### 2. Invoice

Signed off by \_\_\_\_\_ Name \_\_\_\_\_

Email invoice to: \_\_\_\_\_

Terms: Payment is due on or before the day of the session.