

# Productiv\_IT with Excel 2007

## Computer Lab Workshop One 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?

**Productiv\_IT with Excel 2007** is a one day workshop designed for frequent users of Excel. It is suggested that participants have a working knowledge of Excel before attending this workshop.

This workshop focuses 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.

<b>Workshop Modules</b>	
<b>Laying out the Worksheet in Excel 2007</b> <ul style="list-style-type: none"> <li>- The Excel 2007 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>	<b>Working with Databases</b> <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>
<b>Using Large Worksheets</b> <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>	<b>Working with Text and Data</b> <ul style="list-style-type: none"> <li>- Importing Text Files</li> <li>- Converting Text to Columns</li> <li>- Data Validation.</li> </ul>
<b>Working with Multiple Worksheets</b> <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>	<b>Creating Better Charts</b> <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>
<b>What If Analysis</b> <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>	<b>Working with Multiple Workbooks</b> <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>

## 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.

A business can never be better than the sum of all its parts. That's why at Acorn we employ the best people available, so that we can be the best training provider for our customers.

## Testimonials:

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

I learnt so much and was able to follow it. Adrian ran this course very well – 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

Ability to come and question/problems & can address those issues in the class, very helpful. – Tiffany Peddle, Dietitians Association of Australia

## Enrolment Form - Productiv IT with Excel 2007

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to [courses@acorntraining.com.au](mailto:courses@acorntraining.com.au)

**Venue:** Acorn Training Centre: 74 Townshend St Phillip  
**Course date:**  
**Time:** 9.00 a.m. to 4.45 p.m.

Person 1	_____	e-mail	_____	date	_____
Person 2	_____	e-mail	_____	date	_____
Person 3	_____	e-mail	_____	date	_____
Person 4	_____	e-mail	_____	date	_____
Person 5	_____	e-mail	_____	date	_____
Person 6	_____	e-mail	_____	date	_____

Organisation \_\_\_\_\_ Branch/Division \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone No \_\_\_\_\_ Fax No \_\_\_\_\_

### **Payment Details**

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Total price \$545 x \_\_\_\_\_ attendees = \$ \_\_\_\_\_ \$495 early bird price (early bird applies to three weeks before the date of the workshop).

#### **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 course. Cancellation is accepted more than seven days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.

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