



## Productiv\_IT with Excel 2003

### 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 2003** 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.

The Productiv\_IT with Excel 2003 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>  |   |
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| <p><b>Laying out the Worksheet</b></p> <ul style="list-style-type: none"> <li>- General and Edit Options,</li> <li>- Setting up Columns and Rows that are effective for your application, &amp;</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, &amp;</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, &amp;</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, &amp;</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, &amp;</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 and Adding Objects to Charts, &amp;</li> <li>- Creating and Adjusting Worksheets.</li> </ul> |



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|--|---|
| <p><b>What If Analysis</b></p> <ul style="list-style-type: none"> <li>- Using Functions,</li> <li>- Using Variables, &amp;</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, &amp;</li> <li>- Creating a Workspace with Multiple Workbooks.</li> </ul> |
| <p><b>Using Workbook Tools (Optional)</b></p> <ul style="list-style-type: none"> <li>- Understanding Protection,</li> <li>- Looking at the Automatic Features,</li> <li>- Tracking Changes, &amp;</li> <li>- Auditing Worksheets.</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.

### Testimonial:

When I think of Excel training I yawn, but at this workshop I was wide awake -  
 Lisa Curran, ACT Workcover.

The practical exercises and easy to follow book – Danielle Ryan, ACT Workcover.

Excellent pace, content and relevance. I would like to do more based on this –  
 Daniel Hales, DEEWR.

Overall the course was informative, pleasant and professional – Simone DeWinter, DEWHA



**Enrolment Form - Productiv IT with Excel 2003**

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

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

| Attendee               | Email Address | Date of Workshop |
|------------------------|---------------|------------------|
| 1.                     |               |                  |
| 2.                     |               |                  |
| 3.                     |               |                  |
| 4.                     |               |                  |
| 5.                     |               |                  |
| 6.                     |               |                  |
| <b>Organisation</b>    |               |                  |
| <b>Branch/Division</b> |               |                  |
| <b>Address</b>         |               |                  |
| <b>Phone #</b>         |               |                  |
| <b>Fax #</b>           |               |                  |

**Payment Details**

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Total price \$395 x \_\_\_\_\_ attendees = \$\_\_\_\_\_

**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.