



2007 / 2010 **Beyond the Basics**

December 8, 2014

9:00 am - 2:30 pm

CESA 2

1221 Innovation Drive

Whitewater, WI 53190

Presenter: Katrina Hensel

Microsoft Excel has become the backbone that powers many organizational processes in companies today. Build your Excel skills in a one-day workshop for intermediate users. Basic Microsoft Excel knowledge is required.

Microsoft® Excel® 2007/2010 Beyond the Basics

- Master menu navigation
- Set preferences to customize your Excel experience
- Custom size rows and columns in your spreadsheet to exactly fit your data
- Learn short-cut keys to simplify tasks
- Make your spreadsheet more user-friendly
- Learn to easily increment and change values using copy/paste
- Apply complex formatting to any cell with 3 clicks
- Add colorful charts to your spreadsheet
- Master the powerful Pivot Table
- Import data into your spreadsheet from other applications
- Control data being entered into your spreadsheet with cell validation
- Utilize basic built-in functions
- Create simple custom formulas
- Create simple time-saving macros to automatically complete tasks
- Link your spreadsheet to other applications

Event Fee: \$75.00 - CESA 2 Instructional Technology Service Member
\$150.00 - Non Instructional Technology Service Member

Lunch included!

To register, go to <http://www.myquickreg.com>

For registration questions, please contact Sharon Anderson at sharon.anderson@cesa2.org

For workshop content questions, please contact Sharon Webb at sharon.webb@cesa2.org

You are not registered unless you receive an email confirmation from myquickreg.com. If you don't receive one, please check your SPAM folder.

If you need special accommodations, registration and payment must be made three weeks before workshop.

Should enrollment be insufficient to cover the cost of the event, registered participants will be notified by email.

Cancellation Policy: Participants must cancel more than 48 hours from this event or will be billed.

