

# Workshop Fact Sheet



## ADVANCED EXCEL: A POWERFUL TOOL FOR BUSINESS IMPROVEMENT

**Description:** The purpose of this workshop is to enable attendees to expand on the use of the Microsoft Excel tool in a powerful and effective manner. This 2-to-4-hour workshop includes in-class demonstrations and discussion and a “clinic” section to discuss/solve actual attendee worksheet problems.

**Topics:** Advanced Functions, Named Ranges, Conditional Formatting, Macros, Pivot Tables, Lists, Databases, Use of comments

**Benefits:** Powerfully expands the attendee’s ability to navigate and use the Microsoft Excel tool to solve problems and summarize and analyze information. Participants will receive a copy of all spreadsheet examples used in the workshop.

### Example Class Agenda:

1. Introduction to Topic (10 minutes)
2. Functions/Formulas (45 minutes)
  - The Basics Reviewed
  - General Strategy for Building Formulas
  - Review of Advanced Functions
    - When to Use
    - Demonstrations
3. Other Tools (45 minutes)
  - Named Ranges
  - Conditional Formatting
  - Macros
  - Pivot Tables
  - Lists / Filtering
  - Databases / Linking
  - Use of Comments / Documentation
4. \*\*\* Break \*\*\* (15 minutes)
5. \*\*\* User Clinic \*\*\* (115 minutes)
6. Wrap Up (10 minutes)