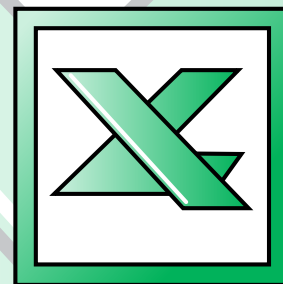


Covers Excel 2003 and all previous versions

MICROSOFT®

Excel®



2 ONE-DAY SEMINARS

DAY 1 Excel Basics

Day One One-Day Seminar - Excel Basics!

Day Two One-Day Seminar - Beyond the Basics!

This one-day seminar is for beginning to intermediate users. Learn how to set up Excel to meet your personal needs at work or at home, and customize its many features so that it works for you!

- ♦ Master an array of Excel formulas and functions that put spreadsheet power at your fingertips!
- ♦ Design and organize the best possible worksheet — before you enter the first number.
- ♦ Give your worksheets visual punch with exciting charts and graphs, step by step, the easy way!
- ♦ Make editing easy — fearlessly copy, move, delete, insert, or replace anything in your worksheet!
- ♦ Solve common printing problems and end irritating output surprises once and for all.
- ♦ Macros now! Even if you're a beginner, create and use simple macros that save time and sidestep mistakes!

Just one day to Excel excellence!

DAY 2 Beyond the Basics


YOU KNOW THE BASICS. NOW BECOME A PRO!


An accelerated one-day workshop to make you a Microsoft Excel Pro!


- ♦ Improve the quality, accuracy, and usefulness of every Excel worksheet!
- ♦ Use the Visual Basic Editor to eliminate repetitive keystrokes and save time.
- ♦ Create visually exciting charts by adding graphics with customized drawing tools!
- ♦ Discover the most important database functions and how they work.
- ♦ Collect and format data the easiest way!
- ♦ Develop PivotCharts® and manage them in a snap!

**Increase your productivity with
Excel in just one day!**

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 **FRED PRYOR SEMINARS**

DAY ONE **Excel Basics**

Discover the basics, plus expert power tips!

Starting with the basics and moving to more advanced features, you'll learn how to turn Excel into your most powerful productivity tool. If you're only tapping into a few of the features of this powerful and versatile software, get set for a productivity explosion! You'll learn hundreds of ways to work faster, smarter, and savvier with Excel!

Get up to speed — fast!

You don't have to waste hours wading through thick manuals ... sitting in classes for days, even weeks ... fruitlessly punching keys in "trial and error" learning efforts — forget all that! Our guaranteed one-day computer training gives you the most information possible in the least amount of time. Most of us don't have time in our busy workdays for extended training or "on-the-job" learning. Enroll in *Excel Basics* today, and you'll master the basics and move on to the tough stuff — away from deadlines, demands, and office pressures.

Squeeze the most from your training dollar!

Check the prices of other software training options — you could spend hundreds (even thousands) of dollars on classes, books, tapes, videos, and consultants. Or, you can invest in this top-quality training course. You can expect to learn everything you would in the more expensive training options — but in just one day, for a reasonable tuition. Plus, you'll take home an indispensable Excel reference workbook that will prove priceless to you again and again!

Understand and retain it with our proven teaching method.

Our extensively tested, structured software learning system makes it all easier for you, with a carefully designed course that makes every minute count! You'll be amazed at the number of Excel power tools you'll master and put to use the very next day! Our "hands-off" teaching method means you won't waste time entering data, correcting mistakes, or waiting for the entire group to catch up. Instead, you'll learn exactly how to do it from an expert; then, try it all at your leisure, in the privacy of your own office.

Learn from instructors who know their stuff.

Our instructors are savvy, intelligent business professionals with extensive experience using Excel in "real world" settings. Although they're experts, they're not technicians or programmers, so they speak your language, not hard-to-follow "computerese"; you'll love the emphasis on practical, understandable solutions to the challenges you face every day.

You're just one day away — from Excel excellence!

This exciting seminar is coming soon to a location near you! (See a full listing of dates and locations in this brochure.) And, it's easy to register: visit our Web site at www.pryor.com, call toll-free **1-800-556-2998**, or send the registration form by fax or mail. But do it today to ensure your place — enrollment is limited in some locations.

Have you ever ...

... Struggled just to get the work done, any way you can?

Instead, why not ... Do it the easy, fast, and skillful way?

So many of us work by habit — doing things the same old way we learned to do them the first time. Break free of old habits and discover the Excel power tools that are available and just waiting to be used! You'll never work the same way again!

... Been bored with sleepy spreadsheets that all look the same?

Instead, why not ... Produce vivid, attractive pages that really get noticed?

You'll learn the ABCs of using charts, graphs, fonts, borders, shading, and more — and produce spreadsheets that communicate better and really get attention! You'll leave the seminar with a pack of professional tips for brilliant, distinctive output every time, on every worksheet!

Course Content

Take a “quick tour” of Excel basics!

- ♦ Drop-down menus and Shortcut menus: the most efficient ways to access commands for any task.
- ♦ Help for Help! How to find what you need in Help without endless searching and scrolling.
- ♦ How to select cells or ranges of cells — 2 methods to choose from!
- ♦ Excel Workbooks: the backbone to efficient file management.
- ♦ How to find a single file or a particular workbook in record time.

Build a worksheet from the “ground up.”

- ♦ What to consider before you create a worksheet — expert advice on building a worksheet framework that will accomplish your objectives.
- ♦ Tips for entering text and numbers, and a super-quick way to cancel or confirm your entry!
- ♦ Ways to copy and move data without anxiety.
- ♦ The view you need — how to “zoom in” or “zoom out” of the worksheet view, right from the Toolbar.
- ♦ When titles and labels keep moving out of view: techniques to “freeze” them in place while you move around your worksheet.

Harness the real power behind the numbers!

- ♦ Formula and Function basics — on-the-mark advice that will end confusion once and for all.
- ♦ Mathematical formulas made easy: how to subtract, multiply, or divide data.
- ♦ Basic Excel functions that let you calculate averages, percentages, and much more using “built-in” predefined formulas.

Learn the techniques that produce visually exciting worksheets!

- ♦ The secrets to attractive, readable worksheets: 5 formatting guidelines that apply to any worksheet you produce.
- ♦ How to control alignment, decimals, dollar signs, and more — in one easy operation.
- ♦ Fonts, shading, and borders that increase the readability and attractiveness of your worksheet.

Get the output you want without “trial-and-error” printing.

- ♦ Print Options: the many choices Excel gives you to customize your printing. Plus, how to add headers, footers, and page numbers to a worksheet.
- ♦ No more strange page breaks — how to set manual page breaks and ensure that your titles and labels print on every page.

Add impact and visual punch to your data!

- ♦ An easy-to-understand glossary of the terms used in charting and graphing data.
- ♦ The Chart Wizard — how to easily produce vivid, exciting charts to accompany your data, even if you’re a total novice!
- ♦ Where to actually put your chart: all about embedded charts, separate charts, and chart sheets within a workbook.

Gain speed, efficiency, and ease at every session!

- ♦ Steps to customize Excel just for you! How to set up the Toolbar and Options for maximum personal productivity.
- ♦ Large worksheets with Split Windows — the best way to effortlessly view distant figures side by side.
- ♦ A practical look at database basics to get you started.
- ♦ For mouse-haters: a quick guide to shortcuts that keep your hands on the keyboard.
- ♦ An end to macro mystery — how you can automate many tasks using macros.

Q:

Is this course for beginners or more experienced users?

A:

Both beginners and users with some experience will learn and sharpen their skills. We recommend that attendees have some knowledge of Excel basics. The course is especially effective for beginners who want to learn more, as well as intermediate users who want to sharpen their skills and tap into Excel’s more powerful functions.

Q:

What versions of Excel does this course cover?

A:

Excel Basics covers 2003 and all previous versions of Microsoft Excel!

Q:

Will I spend the day in front of a computer?

A:

No! You can learn more in less time with our dynamic “hands-off” teaching approach. You’ll be able to concentrate and learn without being “slowed down” by keyboarding or having to wait for the entire group to catch up. (And, doesn’t a day away from the computer screen sound great?) Your workbook provides all of the information you need to try everything you’ve learned later, at your own speed and convenience.

DAY TWO **Beyond the Basics**

Shortcuts, new techniques, key codes — You thought Excel was amazing before. Now experience it on a whole new level.

“I didn’t know I could do that!” — you’ll say it often at *Beyond the Basics*. One day never delivered so much practical, real-world computer skills training. You’ll improve your productivity tenfold. Complicated charts and graphs that once took hours to compile will now take only minutes to set up and assemble. You’ll learn when it makes sense to use a macro, how to debug a macro, and how to create and manage a Pivot Chart. Key code shortcuts you learn will transform multistep processes into single, simple moves. Even the advanced linking and data exchange operations you once dreaded will become easier.

Think of the time you’ll save building worksheets in Excel. You’ll never again waste valuable time searching through those thick Excel manuals. Plus, you’ll benefit from spending a day with other Excel users and learning from their experiences and questions.

Work Faster and Smarter with Excel

It’s frustrating to know what Excel can do, but not understand the techniques to accomplish it. In one day, you will learn not only the formulas, database techniques, and macro commands that make work go faster, but you will also learn the tips and keystroke commands the pros rely on to make data more useful and worksheets easier to manipulate.

Hands-Off Learning Saves Time

Your Fred Pryor Seminars instructor won’t be a technician or programmer. You’ll learn from a business professional who speaks your language and has extensive experience using Excel in a real-world office like yours. Our “hands-off” teaching methods ensure you won’t waste valuable time entering data, correcting mistakes, and waiting for other seminar attendees to catch up. We’ll cover as much material as possible together and let you practice on your own back at work.

It’s a Wise Investment

You could spend hundreds of dollars on classes, books, CDs, and videos and still not master the skills you’ll gain in this one-day advanced program. It is the single best investment you can make in Excel training. Not only will you leave with a wealth of exciting new techniques and shortcuts, but you’ll also receive a handy workbook guide that summarizes key tips for easy reference. It’s a lot of value for your investment. Enroll today by phone, fax, or mail — and watch your productivity soar!

Does this sound familiar?

- *You taught yourself the Excel program, and sometimes you wonder if you’re doing things the most efficient way.*
- *You know a lot about Excel, but not the latest time-saving shortcuts.*
- *Coworkers ask you questions about Excel, and you’re not always sure of the answers.*
- *You know the Excel techniques you use every day, but little else about other features.*
- *You have questions about Excel that no one in your office can answer.*
- *You feel like you’ve barely scratched the surface of Excel’s capabilities, and you want to be a pro.*

If this sounds like you, the *Beyond the Basics* program can provide the help you’ve been looking for.

Course Content

You know the basics, now go beyond!

Become an Excel expert with power-user techniques.

You've seen what others do with Excel. Now you, too, can quickly and effortlessly create the most complicated, challenging spreadsheets. It's easy using the shortcuts, techniques, and handy tips you'll learn in one day at the *Beyond the Basics* program.

Setup and Editing Success

- 7 rules that make worksheet setup easy
- How to conceal data in cells, columns, and rows without losing it
- 3 steps to protect your data
- 9 keyboard shortcuts that will cut hours from your work
- How to add graphics — easy when you know how to customize your drawing tools
- Tips on changing chart attributes without losing data
- How to manipulate multiple ranges with Autofill
- The overlooked problem-solver for naming ranges
- The end of data entry drudgery — how to get the software to do it for you

Formulas and Functions That Cut Work Down to Size

- Tips for building complex formulas quickly and accurately
- The amazing Function Palette — hundreds of functions at your fingertips
- How to use absolute, mixed, and circular cells
- Logic functions — the If, And, and Or statements that make data more usable
- 7 formulas you can use right away to select, extract, and combine text entries
- 4 benefits of manipulating your text
- The all-important “D” functions, and what each does
- How to give multiple views of your data

How to Make the Most of Macros

- When to use an automated procedure or macro — and when not to
- Tips for recording a complex macro and ensuring it runs easily
- How to assign command buttons to macros
- Techniques for debugging a macro, as easy as 1,2,3
- How to start — and use — the Visual Basic Editor

Data Exchange with Other Applications

- Specific steps for exchanging data with Microsoft PowerPoint, Access, Word, and other platforms
- How to save your Excel work in HTML

The Power of Tables, Databases, and Lists

- How to sort to maximize the data's usability
- Auditing: a visual map of your formulas
- How to build and manage a Pivot Chart that's everything management wants
- The best way to analyze equations with Scenario Manager
- A shortcut for calculating trends and projecting future ones

A Quick Way to Decide Whether Beyond the Basics Is Right for You

Are you sure you're using the best technique to pull in data from other platforms to create a chart with usable figures?

Yes No

Do you feel confident using Query and transferring the data to a worksheet?

Yes No

Can you launch a macro with the push of a button?

Yes No

Do you understand how to use “Solver” to maximum benefit when analyzing equations?

Yes No

Are Pivot Charts a snap to create and manipulate?

Yes No

Do you know how to easily “jump” from one sheet or workbook to another instantly?

Yes No

Are you able to add graphics to charts and use customized drawing tools?

Yes No

Do you know the step-by-step process for debugging a macro?

Yes No

Add up your “No” answers — even one means you can benefit from *Beyond the Basics*.

On-Site Training Solutions



Get the Results You're Looking For!

Bring our powerful, high-impact training programs to your organization and show your employees that you're serious about their professional growth and achieving critical organizational goals and objectives.

Choose From Over 150 Courses!

From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting, and intriguing!

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We'll help you choose the appropriate courses for your organization and tailor each one to address your specific goals, issues, and scheduling concerns.

Maximize Your Training Budget!

On-Site Training allows you to train work groups, teams, and entire departments for less than the cost of traditional public seminars or other training options.

Give your staff the skills, knowledge, and confidence they need to meet tough workplace challenges head-on, realize their full potential, and perform at their peak.

For a free consultation, visit us
online at www.pryor.com
or call us at
1-800-944-8503 today!

Registration Information

Enroll Today! Attend both *Excel Basics* and *Beyond the Basics* (2 days).

Attend *Excel Basics* (1 day) or *Beyond the Basics* (1 day).

Hurry, our seats fill *fast*. Guarantee your enrollment and pay your enrollment fee today! A confirmation will be e-mailed, faxed, or mailed to you once your registration is completed. Please make your preference known at time of registration.

Payment is due before the program.

Express Seminar Enrollment! Please be sure to provide us with your e-mail address or fax number and check the Express Seminar Enrollment box on the registration form. You will receive your e-mailed or faxed confirmation within 48 hours of our receiving your e-mailed, faxed, or mailed registration form.

PROGRAM SCHEDULE

Check-in: 8:30 a.m. – 9:00 a.m.
Program: 9:00 a.m. – 4:00 p.m.

CANCELLATIONS/SUBSTITUTIONS

You may cancel your registration up to 10 business days before the program. Your registration fee will be refunded less a cancellation fee. If you need to cancel less than 10 business days prior to the program, you may 1) send a substitute from your organization or 2) transfer your registration fee to another program of your choice that is scheduled within 12 months of your original event. Please note that if you don't cancel and don't attend, you are still responsible for payment. Substitutions may be made at any time.

Please Note

- ♦ We will e-mail, fax, or mail your confirmation to you once your registration is completed.
- ♦ You will be notified by e-mail, fax, and/or mail if any changes are made to your scheduled program (i.e., date, venue, city, or cancellation).
- ♦ Walk-in registrations will be accepted as space allows.
- ♦ Please, no audio or video recording. See your program leader for audio and video program availability.
- ♦ Lunch and parking expenses are not included.
- ♦ If using a purchase order, please attach it to a completed registration form and mail to us right away.
- ♦ You will receive an attractive take-home Certificate of Attendance at the end of the program — great for framing or including in your personnel file.
- ♦ Payment is due before the program.

TAX-EXEMPT ORGANIZATIONS

If you are tax-exempt, enter your tax-exempt number in Section 6 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate to us for payment processing.
Thank you.

TAX DEDUCTION

If the purpose of attending a Fred Pryor seminar is to help you maintain or improve skills relating to employment or business, expenses relating to the program may be tax-deductible according to I.R.C. Reg. 1.162-5. Please consult your tax adviser.

GUARANTEED RESULTS

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident that this seminar will provide you with the tips and techniques you need to successfully use Excel. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*.

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You should attend if you've ever ...

- ♦ Searched in vain through a mammoth manual for the answers to your Excel questions.
- ♦ Wasted time you couldn't afford on "trial-and-error" learning.
- ♦ Wished you had the time or knowledge to "work smarter" in Excel.
- ♦ Decided against other training options because they were too time-consuming or too expensive.

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4 Easy Ways to Enroll Today!

DAY ONE Excel Basics



CALL

1-800-556-2998



FAX

913-967-8842

DAY TWO Beyond the Basics



ONLINE

www.pryor.com



MAIL

Fred Pryor Seminars
P.O. Box 219468
Kansas City, MO 64121-9468

1 **YES!** Please register me for the *Excel* seminar(s) indicated in Section 5. Attend both *Excel Basics* and *Beyond the Basics* (2 days). Attend *Excel Basics* (1 day). Attend *Beyond the Basics* (1 day).

Attend BOTH seminars and SAVE!

2 **IMPORTANT!** Please fill in VIP number as it appears on the address label.

ID#
911172

VIP _____

3 ORGANIZATION INFORMATION

Organization: _____

Address: _____

City: _____ St: _____ ZIP: _____

Tele: _____ Fax: _____

Approving Mgr's Name: Mr. Ms. _____

Job Title: _____

E-mail Address: _____ Business Home

4 EXPRESS SEMINAR ENROLLMENT

Please e-mail or fax my confirmation to me within 48 hours.

My e-mail address or fax number is: _____

5 NAMES OF ATTENDEES (Please list additional names on a separate sheet.)

#1 Attendee's Name Mr. _____ Ms. _____		Job Title _____	E-mail Address _____	<input type="checkbox"/> Business <input type="checkbox"/> Home
<i>Excel Basics</i> Event # _____	<i>Beyond the Basics</i> Event # _____			
#2 Attendee's Name Mr. _____ Ms. _____		Job Title _____	E-mail Address _____	<input type="checkbox"/> Business <input type="checkbox"/> Home
<i>Excel Basics</i> Event # _____	<i>Beyond the Basics</i> Event # _____			
#3 Attendee's Name Mr. _____ Ms. _____		Job Title _____	E-mail Address _____	<input type="checkbox"/> Business <input type="checkbox"/> Home
<i>Excel Basics</i> Event # _____	<i>Beyond the Basics</i> Event # _____			

6 METHOD OF PAYMENT (Payment is due before the program.) Our federal ID# is 43-1830400 (FEIN).

Please add applicable state and local tax to your payment for programs held in Hawaii (4.16%), South Dakota (5.92%), and West Virginia (6%).

Total amount due: \$ _____
 Check # _____ (payable to **Fred Pryor Seminars**) is enclosed.

Bill my organization. Attn: _____

Purchase order # _____ is enclosed.
(Attach purchase order to completed registration form.)

Charge to: AMEX DISCOVER MC VISA

MO. _____ YR. _____
EXPIRATION DATE

CARD NUMBER

Card Holder's Name: _____

Tax-Exempt #: _____

Please attach a copy of your Tax-Exempt Certificate for payment processing.

Note: If you've already registered by phone, fax, or online, please do not return this form.

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Excel Basics (1 Day)

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Beyond the Basics (1 Day)

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Attend BOTH seminars and **SAVE!**

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