



Excel 2007 Formulas and Functions: Tricks, Shortcuts and Time-Saving Tips

Whether you're modeling a mortgage amortization schedule or managing your company's inventory, you're using (or need to be using) Excel formulas. This program covers nearly every aspect of Excel formulas, from the very simple to the extremely complex.

Learning Objectives

Upon successful completion of this course, participants will be able to:

- Cite and describe the five things that can be included in any Excel formula.
- Employ absolute versus relative (or default) referencing in formulas.
- Use and interpret three-dimensional cell references, even across multiple workbooks.
- Discover and demonstrate resources like shortcut menus, screen tips and shortcut keys that increase formula creation speed and productivity.
- Define range names and apply range names to formulas and workbook navigation.
- Apply functions and practice using at least one function in the six most popular function categories available in Excel.
- Produce formulas that combine multiple calculations and return a single result or multiple results.
- Solve conditional test with array formulas, including the ability to create a logical AND test and apply a logical OR test.

Register today at <http://www.christopher-inc.net/SSCE>

DESIGNED FOR: Independent Professionals including Real Estate Agents, Financial Advisors, Accountants and Bookkeepers

TEACHING METHOD: Lecture Demo

RECOMMENDED CE: 3 credit hours

PREREQUISITE: none

COURSE MATERIAL: Practice files and the program workbook, a 50 to 70 page .pdf file available for download 10 days prior to workshop date at <http://www.christopher-inc.net/SSCE>

EVENT ACRONYM: SEE1

LEVEL: Beginner - Intermediate

MEETING LOCATION: Solid Source Realty
Buckhead Office
20 Lenox Pointe
Atlanta, GA 30324

PRICE: \$39.00 Early registration price is \$34.00 (expires on Feb. XX, 2010)

DATE: TBD

START TIME: 9:00 AM

END TIME: 1:30 PM

Comments from prior attendees.

"The speaker made the class lively and applicable to our jobs."

CPA, Orlando, FL

"It was awesome! I learned so many helpful tools that using Excel will be so much quicker and more productive now... *WOW!*"

Accounting Manager, St. Louis, MO

Meet your instructor:



Glen Christopher is a popular and entertaining speaker. Since 1997, Glen has delivered over 1,000 technology presentations and seminars, including programs for:

- Awana International
- NC Association of CPAs
- Middleton Cross Plains Schools
- Hatachi
- WesternCPE
- Guaranty Bond Bank
- Ciena
- American Bible Society

Glen's practice specializes in VBA consulting & design services for financial reporting and data management solutions.