



Excel Techniques & Tactics

The Power Excel Seminar is something to get excited about!!!

Knowing how to create spreadsheets can be hard enough but try adding charts and you could go into complete shock. You want me to do what to the columns and format what cells? Is this sentence even in English? When you know just how to create a spreadsheet with your data and add charts to a workbook, then you too will have something to get excited about.

If you do not know how to do the basics in Excel, how can anyone expect you to do more? You have heard of workbooks and worksheets, and maybe even know how to add up a column or row of numbers but you would like to use some of those other features which you usually skim by. This is where we come in. Join us on September 13th for Bill Jelen's seminar on Power Excel.

You use Excel 40 hours a week, but do you really know how to unleash the power of Excel? Learn cool secrets and tricks lurking on the Data menu. Learn the ins and outs of Pivot Tables (from the guy who wrote the book on pivot tables!). Create slick charts with a single button click. Add thousands of subtotals in seconds. Don't be tortured by bad data any longer! Learn some of the changes made in Excel 2007.

Participants in the session will receive a copy of Jelen's book, Learn Excel 97-2007 from MrExcel, which is comprised of 377 questions and solutions posed to him during his seminars. Jelen loves new questions and will incorporate them into the seminar. Bring your Excel questions with you to the seminar or you can email him the questions in advance to bill@MrExcel.com. Jelen promises, "If you use Excel 40 hours per week, you will save 100 hours each year by attending this seminar!"

About the Speaker



Bill Jelen works with clients all over the world, designing custom Excel applications, solving their Excel emergencies and providing tips and hints that help Excel users get the most out of their spreadsheet applications.

When he first launched MrExcel.com, Bill had no idea it would take off the way it did. When he received his first two questions five days after the site went live, he didn't know the answer to either one! He forced himself to learn Excel from his user's perspective, using the program in ways that were new to him.

By relating to other Excel users rather than programmers, he firmly believes that there are two ways to program every application. There is an easy and a right way. He'd much rather spend the extra time to give them the right solutions that save more time over the long haul than give them the easy solutions that will consume more of the clients' time than they should.

What you can expect to take away with you:

1. Better understanding of Excel
2. A Microsoft Excel book - retail value of \$39.95, Book: *Learn Excel 97-2007 from MrExcel - 377 Excel Mysteries Solved*
3. Link to download Bill's latest book from his site to pass on to your family and friends
4. Website link to Bill's Excel forum where others can assist you when you have questions

Complete the registration form and mail your registration form and payment to LaTonya Blount CPS/CAP, Children's Healthcare of Atlanta, 1711 Tullie Circle, Atlanta, Georgia 30329.

What you can expect:

7:00a - 8:00a	Registration
7:00a - 7:50a	Continental breakfast
7:50a - 8:00a	Introduction of speaker
8:00a - 12:00p	Excel seminar
12:00p - 1:00p	Lunch
1:00p - 1:15p	Turn in surveys; departure

Recertification Points are pending approval from IAAP Headquarters.

Power Excel Seminar September 13 \$85 per person



Dogwood Chapter IAAP
FEI: 58-1289642
2008 Fall Seminar

Excel Techniques & Tactics

REGISTRATION FORM

Date: September 13, 2008
 Time: 8:00 a.m. – 1:00 p.m.
 Location: **HOLIDAY INN SELECT**
ATLANTA AIRPORT SOUTH
 4669 Airport Blvd
 College Park, Georgia 30337
 404.763.8800

Cost: \$85.00 per person

Name _____ CPS CAP

Name for badge _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____

Phone (H) _____ (O) _____

E-Mail _____ Non-IAAP Member

Chapter _____

Chapter Officer _____ Division Officer _____

International Officer _____ Past Division Officer _____

Past International Officer _____

Past Division SOTY/APOTY _____

NO REFUNDS AFTER AUGUST 1, 2008

Dietary Restrictions: _____

Please return this completed form with your check payable to Dogwood Chapter IAAP to:

LaTonya Blount CPS/CAP
 Insurance & Risk Financing Project Manager
 Children's Healthcare of Atlanta
 1711 Tullie Circle
 Atlanta, Georgia 30329



Directions

FROM I-85S, EXIT 71, LEFT ON RIVERDALE RD JUST PAST 1ST LIGHT, TURN RIGHT ON AIRPORT BLVD. HTL ON RIGHT.

FROM I85N, EXIT 71, RIGHT ON RIVERDALE RD JUST PAST 1ST LIGHT. TURN RIGHT ON AIRPORT BLVD. HTL ON RIGHT.

