



INSTITUTE OF
MANAGEMENT
ACCOUNTANTS

Advancing the Profession™



CERTIFIED
MANAGEMENT
ACCOUNTANT

Professionals Driving Business Performance™

**“Power Tips and Tricks for Microsoft
Excel”**

&

**“Advanced Data Analysis Using Microsoft
Excel”**

By Mr. Excel: Bill Jelen

**TWO PROFESSIONAL EDUCATIONAL
SEMINARS HOSTED BY
THE GREATER OZARKS CHAPTER OF
I.M.A.**

Wednesday, May 14, 2008

OASIS HOTEL AND CONVENTION CENTER

**Located at 2550 N. Glenstone, Turn off I-44, Exit 80A
Springfield, Missouri**

4 hours of CPE Credit Available Per Each Session

The Institute of Management Accountants exists to provide its members with personal and professional development opportunities through education, association with business professionals and certification in management accounting skill.

Program and Schedule

Wednesday Morning, May 14, 2008 "POWER TIPS AND TRICKS FOR MICROSOFT EXCEL"

7:30 – 8:00 a.m.	Registration and Continental Breakfast
8:00 – 8:10 a.m.	Introductions and Upcoming Events
8:10 – 9:50 a.m.	"Power Tips and Tricks for Microsoft Excel"
9:50 – 10:10 a.m.	Break
10:10 – 11:50 a.m.	"Power Tips and Tricks for Microsoft Excel"

Information about the morning session

If you use Excel 40 hours a week 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 in a single button click. Add thousands of subtotals in seconds. Don't be tortured by bad data any longer. Get a sneak peak at the changes coming in Excel 2007. Participants in the session will receive a copy of Jelen's latest book, "Learn Excel 97-2007 from MrExcel" which is comprised of 377 questions and solutions posed to him during this seminar. Jelen loves new questions and will incorporate them in the seminar. Send your Excel questions in advance via email or bring them to the seminar. Go to his web-site: <http://www.mrexcel.com/learnexcel2.html> to get information on the book "Learn Excel 97-2007 from MrExcel."

Wednesday Afternoon, May 14, 2008 "ADVANCED DATA ANALYSIS USING MICROSOFT EXCEL"

12:30 – 1:00 p.m.	Registration
1:00 – 1:10 p.m.	Introductions and Upcoming Events
1:10 – 2:50 p.m.	"Advanced Data Analysis Using Microsoft Excel"
2:50 – 3:10 p.m.	Break
3:10 – 4:50 p.m.	"Advanced Data Analysis Using Microsoft Excel"

Information about the afternoon session

This class will reach deeper into the amazing data analysis tools offered in Microsoft Excel. Learn how to use pivot tables for pareto analysis, fraud detection, true Top 10 Reports, Frequency Distributions and more. Clean up non-pivot table data sets so they will work with pivot tables. Learn the ins and outs of INDEX, MATCH, INDIRECT, and OFFSET. Understand when to use particular chart types and how to make some charts that would otherwise seem impossible in Excel. Use VLOOKUP to match and merge two lists of data. This class includes several case studies of converting real-life data sets into useful applications. Participants will receive two of his books: "Guerilla Data Analysis Using Excel" (web-site: <http://mrexcel.com/gdalook.html>) and "Pivot Table Data Crunching for Excel 2007" (web-site: <http://mrexcel.com/pivottable207.shtml>)

Speakers Bio:

Bill Jelen is the host of MrExcel.com and the author of eighteen books on Microsoft Excel including Pivot Table Data Crunching, VBA & Macros for Microsoft Excel, Excel for Marketing Managers and Guerilla Data Analysis Using Microsoft Excel. He has made over 60 guest appearances on TV's "THE LAB" with Leo Laporte and was voted guest of the year on the Computer America radio show. His daily video podcast Learn Excel from MrExcel is a top 50 tech video podcast on iTunes. Bill will entertain you while showing you the powerful tricks in Excel. Before founding MrExcel.com in 1998, Jelen spent twelve years "in the trenches", as a financial analyst for the accounting, finance, marketing, and operations departments of a publicly held company. Since then, his company automates Excel reports for hundreds of clients around the world. The website answers over 30,000 questions a year – for free – for readers all over the world. Jelen joins us from Akron, Ohio. If you would like more information about Mr. Excel, please visit <http://www.mrexcel.com/>

Seating Restrictions:

Due to space limitations, conference registrations could be limited to 90 attendees at each session.

Registration Requirements:

Due to having books shipped to Springfield MO, please register before May 5, 2008. If you register after that date, your book may not be available at the seminar but will be sent to you after the seminar.

Continuing Professional Education:

Sessions are tailored to meet the CPE guidelines of certification and/or licensing agencies as nearly as possible. CPE attendance forms will be available at the conference. Authority for granting CPE credits is reserved, however, solely to these licensing agencies.

Location and Hotel:

The seminar will be held at the Oasis Hotel and Convention, 2550 N. Glenstone, Springfield, MO. The hotel is located off Interstate I-44, at exit 80-A.

For information, please contact Terry A. Jones 417-831-9434 X225 or email requests for information to: terryj@custom-metalcraft.com

REGISTRATION FORM

PLEASE PRINT OR TYPE

Name _____ Company _____

Mailing Address (include PO Box) _____

City _____ State _____ Zip _____

Office Phone _____ Fax _____

E-Mail address _____ IMA Member: No _____ Yes: _____

IMA Chapter Number: _____ IMA Member Number For Filing CPEs: _____

Please register for the session you plan on attending or register to attend both.

MORNING:

_____ "Power Tips & Tricks for Microsoft Excel" (incl. breakfast, break, and book)
- 4 CPE Registration (Before April 15) \$100
(After April 15) \$125

_____ Package discount for companies with five or more attendees;
\$80 before April 15, 2008 per attendee
\$100 after April 15, 2008 per attendee

_____ Full-Time College Student Sponsorships \$30
Limited number available and must be confirmed/approved by Terry A. Jones

AFTERNOON:

_____ "Advanced Data Analysis Using Microsoft Excel" (incl. break refreshment, and books
"Pivot Table Data Crunching" and "Guerilla Data Analysis"
- 4 CPE Registration (Before April 15) \$100
(After April 15) \$125

_____ Package discount for companies with five or more attendees;
\$80 before April 15, 2008 per attendee
\$100 after April 15, 2008 per attendee

_____ Full-Time College Student Sponsorships \$40
Limited number available and must be confirmed/approved by Terry A. Jones

Companies must provide a completed form for each participant with payment. Register before May 5, 2008 to have your book available at the seminar. Registrations on or after May 6, 2008 may not have a book(s) available for use during the seminar but will have it shipped to them later.

No refunds will be given after May 5, 2008

Make checks payable to and mail with the registration form to:

Greater Ozarks Chapter IMA
C/O Terry A. Jones
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