

**4 CPE
Per Session**

Mr. Excel Seminar
Morning - Power Tips & Tricks For Excel
Afternoon - Advanced Data Analysis Using Excel

Tuesday, October 14, 2008

Morning Session 8 am to 12 pm - Afternoon Session 1 pm to 5 pm

Sheraton Westport Lakeside Chalet
191 Westport Plaza * St. Louis, MO 63146

You use Excel every day, but do you really know how to unleash the power of Excel? Jelen promises, "If you use Excel 40 hours per week, you will save 100 hours each year by attending this seminar!"

Power Tips & Tricks - 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 sub-totals 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 Mr. Excel* which is comprised of 377 questions and solutions posed to him during his seminars. Jelen loves new questions and will incorporate them in the seminar. Send your Excel questions in advance via e-mail or bring them to the seminar.

Advanced Data Analysis - This class will go into more details about pivot tables. Learn how to take poorly formatted data and convert it to data suitable for pivot tables. Use VLOOKUP to match two lists. Understand how to use INDIRECT, MATCH, INDEX, and OFFSET for more efficient calculations. See how to use Pivot Tables for frequency distributions, true Top 10 reports, pareto analyses. Participants will receive two books - *Guerilla Data Analysis Using Excel* and *Pivot Table Data Crunching*

All This & Much, Much More

See the chapter web site for a complete list of topics - www.stlouis.imanet.org

Your Instructor Bill Jelen is the host of MrExcel.com and the author of eighteen books on Microsoft Excel including Special Edition Using Excel 2007, 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 Call for Help with Leo Laporte and was voted guest of the year on the Computer America radio show. 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.

Registration Fee

Power Tips & Tricks - \$109
Advanced Data Mining - \$109
Corporate Pricing - 3 or more employees - \$10 discount per person per session

Please complete one form for each participant

For reservations send your check, along with the lower portion of this page to:

St. Louis Chapter of IMA
Rick Stemler
727 N. New Ballas Road
Creve Coeur, MO 63141

Registration 30 minutes before the start of your session. Snacks and beverages provided during breaks.

Name _____ Company _____

Session Attending: Morning _____ Afternoon _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____