

Pre-Conference Workshops in Excel- Ezra Krumhansl

Intermediate Excel

Would you like to be an Excel Wiz, but don't think you can learn a bunch of formulas? This session will show you many time saving features of Excel that don't require writing formulas. Attendees are encouraged to bring a laptop with a copy of Excel 2010 or 2013 to participate. Sample Data will be provided. Features to be covered include:

- Freeze Panes
- Create a Table
- Subtotals and Totals
- Excel Queries
- Conditional Formatting
- Add Leading Zeros
- Cell Reference/Absolute Reference
- Charts and Graphs
- Eliminate Duplicates
- Filtering and Sorting
- Copy and Paste
- VLOOKUP
- TEST Function
- Creating a Pivot Table

Advanced Excel

In this session, you will learn how to summarize data for high level or dashboard reports using Pivot tables and charts. The session will also cover linking external data using PowerPivot, collecting data using Excel forms and sharing via the web. Attendees are encouraged to bring a laptop with a copy of Excel 2010 or 2013 to participate. Sample Data will be provided. Features to be covered include:

- Pivot Tables, Charts and Slicers
- Filtering and Sorting in Pivot Tables
- PowerPivot
- Linking to External Data
- Find Missing Data
- Sharing Excel via Sharepoint or Web
- Create Excel Survey
- Link Excel Files together using Relationships