

Microsoft EXCEL Workshops

Location: All sessions held at Laurel Heights, Room 307

Fee: \$70 each half day session

Dates:

Excel Intermediate

October 17
8:30—12:00

Excel Advanced

October 17
1:00—4:30

Microsoft Excel Intermediate (half-day)

This workshop is for business users who are already familiar with Microsoft Excel and want to take their skills to the next level. In this workshop, users learn powerful techniques that can help them save significant time, analyze data and extract important business insights, present information in a compelling way, and collaborate with others more effectively. This workshop assumes that you have taken the beginner Excel or used Excel for six months and are familiar with the fundamentals and have some experience creating workbooks, worksheets, cells, ranges, and using a variety of functions and formulas.

Register at: <http://learningcenter.ucsfmedicalcenter.org/?activity=194763>

Microsoft Excel Advanced (half-day)

In this workshop you will learn the most powerful capabilities of Excel Pivot Tables and how they can be an invaluable tool in helping you analyze your data and present your findings in compelling ways. If you have been using PivotTables and wondering what more you can do with them, or maybe running into obstacles and wishing you can get around them, this workshop will help you unleash the power of PivotTables and get outstanding results. This workshop also covers Excel Macros, providing you with an understanding of the VBA scripting language and how Macros can help you add important functionality to your workbooks.

Register at: <http://learningcenter.ucsfmedicalcenter.org/?activity=194784>