

# Microsoft Office 2007 Excel Advanced



**WHEN:**  
December 11 & 12, 2012

**WHERE:**  
SBE Training Center  
2985 Innsbruck Drive

**TIME:**  
2:00 P—5:00 P

**COST:**  
\$95.00 SBE Members  
\$115.00 Assoc. Members  
& \$125.00 Non-members



\*There will not be technical computer support available for troubleshooting personal laptop settings and configurations. There are a limited number of **laptops** available **for rent** on a first come first serve basis for only **\$10**.

## Advanced Course Content Includes:

### Worksheets, Workbooks, Workspaces

**Cell References:** Absolute Cell References, Mixed Cell References, Specifying Cell Union and Range, 3D Reference to other Workbooks

### Names, Comments, Labels

**Outlines and Groups:** Summarizing Outlines, Grouping Rows and Columns

**Formulas and Functions:** Adding Formulas, Logical Functions, IF and AND Functions, Editing Complicated Functions, Protecting Worksheets

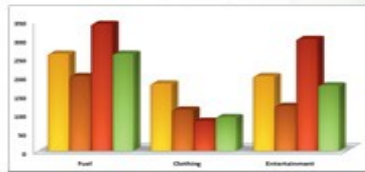
**Error Handling:** Data Validation, Formula Auditing

**Scenarios and Goal Seeking:** Applying and Adding to Spreadsheets

**Pivot Tables:** Summarize Data, Reorganizing Fields, Generating Charts

**Simple Database Management:** Sorting and Filtering, Forms, Subtotals and Consolidating Data

**Macro Basics:** Create Macros, using shortcuts, running and saving macros, and macro security



To register simply fill in this form and FAX BACK TO 222-1918 or Complete this form and mail

along with your check to:  
SBE Training Center  
2985 Innsbruck Drive  
Redding, CA 96003

If you have any questions please call Cindy at (530) 222-1917

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Method of Payment

Bill my SBE Account       MasterCard

Check Enclosed             Visa

Credit Card # \_\_\_\_\_ Exp. date \_\_\_\_\_

Signature \_\_\_\_\_

Attendees:

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## REGISTRATION / CANCELLATION POLICIES

Non-Members MUST pay in advance to reserve their space(s).

All registration is on a 1st come 1st serve basis until the seminar is full.

Late cancellation fees will be billed at 50% of the seminar price. No shows will be billed at full seminar price.

To avoid being billed you must cancel no later than 5 business days prior to training by 5:00PM.

**LATE CANCELLATIONS = NO REFUNDS ~ NO CREDITS ~ NO ROLLING FORWARD ~ NO EXCEPTIONS.**

The SBE Training Center reserves the right to cancel class due to low enrollment.

To be removed from our contact list, please call 222-1917 or e-mail [removeme@shastabe.com](mailto:removeme@shastabe.com)