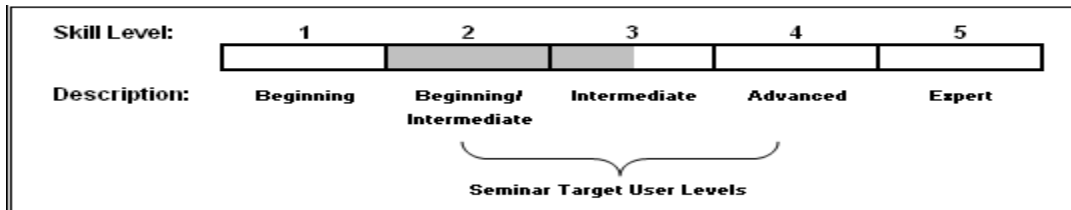


Excel Tips and Techniques for Increased Productivity and Improved Financial Modeling: INTERMEDIATE+

COURSE DESCRIPTION:

This 1-day ON-SITE SEMINAR features **Intermediate to slightly Advanced** selected coverage of Microsoft® Excel. The course is primarily designed to train finance and accounting team members in the best features, commands, and functions of Excel. A primary objective of the seminar is to teach **faster, more efficient methods** of accomplishing everyday Excel tasks. Participants will also be exposed to **more efficient financial modeling and application techniques**, using real world examples. Demo files used in the seminar are provided to each participant along with a binder containing copies of all primary slides. Course can be tailored for Excel 2003 or Excel 2007 users. 6.0 Hours CPE credits.



Major topics covered:

- Standard and Formatting Toolbar tips, creating custom toolbars, new buttons (Excel 2003)
- Quick Access Toolbar, modifying, new buttons (Excel 2007)
- Camera function, Grouping and Outlining, Autofiltering
- Introduction to Macros; creating a global macro using the recorder, simple editing of VBA code.
- Creating custom macro toolbar buttons, sheet buttons, assigning macros to objects
- Proven timesavers (lots of shortcut tips, many not found in manuals)
- Understanding the power and uses of Edit, Replace function
- Formatting tips for better looking spreadsheets
- AutoFill, TEXT manipulation functions, “smart text”, tips and tools, building “Mega” formulas
- Understanding powerful built-in functions (VLOOKUP, SUMIF, FIND, REPLACE, etc)
- Using FORMS (e.g. ListBoxes, Spinners, etc.) to enhance usability
- Data Validation and Conditional Formatting
- Goal Seeking (backsolving); tips for combining with macros and FORMS control
- Sorting, Filtering, Subtotaling; Creating dynamic charts
- Pivot Tables and Pivot Charts – Demo of how to set up and perform a chart based analysis
- Tips and techniques for combining features and functions; creating a CM/YTD Variable Summation model with Dynamic Headers, building a Labor Budget model, demo of a 3-year generic business financial planning model, architecture tips, etc.
- Linkage techniques, creating check totals
- AND MUCH MORE, plus answering individual questions as time permits.

About the instructor:

Eric Augusta has over 20 years of business finance experience, having held positions as CFO, VP Financial Planning, VP Strategic Planning, Controller, Accounting Manager, and Financial Analyst, at both large companies (Xerox, Ford) and smaller, entrepreneurial organizations (Century Computer Marketing, Cerplex, Aurora Electronics). He is a certified Microsoft Office Excel Expert, an instructor at UCLA Extension, and has completed major Excel projects for many companies in the southern California area. His unique combination of technical Excel knowledge and business experience makes this seminar a must for any Excel user wanting to become more productive quickly and learn valuable new modeling and productivity techniques. Mr. Augusta holds an MBA in Finance (Wharton, University of Pennsylvania) and a BA in Economics (Cornell University).

Cost* (held at your company location in the greater Los Angeles area): \$250 per person, minimum 4 persons includes all course materials. Attendees 5 and above are \$125 for each additional participant.

*Pricing good through 12/31/2009

Contact information:

email: eaugusta@ericsoffice.com web site: <http://www.ericsoffice.com>
Office: (310) 670-1984 Mobile: (310) 994-5079 Fax: (310) 670-7943