Learn how to use Excel® 2013 like a pro…at work or at home.

Microsoft® Excel® 2013

- **Everything you need to know about using Excel® 2013**

  - o Organize data in worksheets and workbooks.
  - o Analyze data by sorting and filtering.
  - o Create charts, graphs, and illustrations.
  - o Automate routine functions.
  - o Make spreadsheets more user-friendly.

    ….and so much more!

- **You'll gain confidence in using Excel® to solve complex problems and analyze data in simple steps.**

- **You'll be much more productive after just one class.**

- **Introductory & advanced one-day classes at our facility or yours.**

For more information, or to register for an upcoming public class:

call (336) 706-3710 or register at www.abcconsultinginc.com

Real-life, practical scenarios and a fast pace make this course a real bargain for the money!

abc Consulting, Inc.

software, accounting & bookkeeping specialists

We'll teach you how to use Excel® like a pro.

- Enter and organize data in worksheets and workbooks

- Analyze data by sorting, filtering, and conditionally formatting it in Excel

- Make your own real-world worksheets more informative and eye-catching by creating charts, illustrations, and graphs with Excel

- Employ Excel more efficiently – find out about time-saving tools

- Understand what's new and different in Excel 2013

No "one size fits all" training!

At abc Consulting, Inc., we believe there's no such thing as "one size fits all" computer training. Everyone brings different computer skills, different learning styles, and different expectations to training programs. So we seek to customize every learning experience as much as possible for every user, teaching at YOUR pace, focusing on concepts and techniques most relevant to YOUR work.

Whenever possible, we invite participants to bring real-world examples of Excel projects they want to use in class. For corporations scheduling group training for work groups – or individuals looking for one-on-one training – we offer a variety of program customization options that will make the training program on-target for true day-to-day work situations.

"Kudos to Ernie Green, who taught the introduction to Microsoft Excel class. I now use Excel very productively in the workplace and at home. This class served as a springboard to an advanced Excel class that I 'aced' to finish my Computer Science degree in 2010. I highly recommend this hands-on training."

- L.S., Greensboro, NC

"I enrolled in the second-level Excel and Access course a few years ago. The skills that I was taught have been great tools for quickly organizing and getting meaning out of data. Ernie Green is very patient and worked well with the variety of skill levels in the class."

- J.L., Greensboro, NC

"Mr. Green took his time and also provided options for different ways of learning, which helped me to understand what was being taught. He has a great sense of humor that made learning this all over again so much more fun for me. While taking the course, I was able to apply what I learned and received a promotion from my job."

- L.M., Greensboro, NC

If you're not using Microsoft Excel® to be more productive, you should start today. It will be one of the smartest decisions you ever make.

Most people *think* they can use Excel – they enter numbers into worksheets, format columns and text, or create multiple worksheets in a workbook. But Excel is an amazing, multi-functional application that offers users an array of tools for organizing information, analyzing data, and presenting results…while saving time and effort.
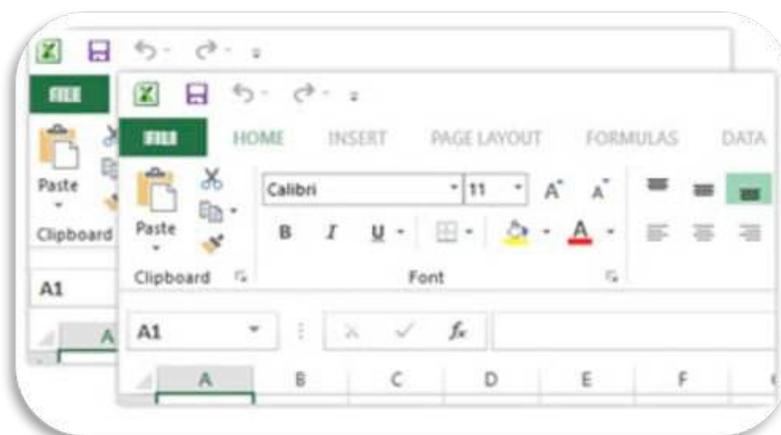
And Excel 2013 features a variety of dynamic new tools that weren't in earlier versions of the application.

Question:

Are you still using Excel® 2010?

We've got you covered. Ask about our training options for the 2010 version of Excel®.

Do you know how to…

- Add up a column or row of numbers quickly?
- Make mini charts or graphs that fit into one Excel cell?
- Make your spreadsheets user-friendly?
- Chart stocks?
- Create your own formulas and functions?
- Automate routine Excel functions?
- Make "what if" models?
- Create range names?

We'll show you everything you need to know about using Excel so that you can do far more than just enter numbers into someone else's spreadsheet. When you've completed our courses, you'll be proficient at using Excel as a value-adding business tool, helping yourself and others track data effectively and make decisions based on smart analysis.

Level 1: Getting Used to Excel® 2013

This training course is for users new to Excel (but not totally new to computers). In this day-long session, participants will learn how to navigate Excel's "ribbons," create basic formulas, navigate the application's built-in functions, make charts, use range names, and explore printing capabilities. By the end of this course, you won't just be comfortable performing simple calculations, creating business-ready charts, and entering dates, averages, and counts using Excel functions. You'll also be able to calculate the future value of a "nest egg" or 401(k) account, or the current value of an amount to be received in the future.

First, you'll learn the basics:

- Creating Your First Worksheet
- Modifying a Worksheet
- Copying and Moving Data
- Using "ribbons"
- Printing
- Creating Charts

Then, you'll get more advanced:

- Outlining and Subtotaling
- Working with Named Ranges
- Using Built-In Functions
- Working with Formulas
- Financial Functions
- Working with Large or Multiple Spreadsheets

Level 2:   Excel Expertise – Advanced Excel Topics

Excel users who have completed Getting Used to Excel® 2013 or who have extensive on-the-job experience with previous versions of Excel will become Excel experts in this course. This module focuses specifically on "what if" Excel features, which help users in real-world decision making situations. Advanced features covered include pivot tables, VLOOKUP, Scenario Manager, Solver, and macros. When you have completed this course, you will feel comfortable in any "what if" modeling situation, be able to solve complex problems involving multiple variables, and automate repetitive keyboard tasks.

Pre-requisite: *Extensive experience with Excel (any version) or completion of Getting Used to Excel 2013®.*

What you'll learn in this course:

- Performing What-If Analysis
- Logical Functions
- Working with Pivot Tables
- Using V-Lookups
- Protecting Your Work
- Importing and Exporting Data
- Validating Data

Not sure which class to take?
Let us advise you.

Call us today at
(336) 706-3710

Learn how to use what's new in Excel® 2013

New, improved look

Easy-to-find commands and features that were previously buried in complex menus and toolbars are now easily accessible, making it easier for you to get results quickly.

Practical templates

Easily customizable templates for budgets, calendars, forms, reports, and other commonly used documents save you time getting started.

"Quick Analysis" and "Flash Fill"

Quick Analysis tool lets you convert data into a chart or table in two steps or less, while the new Flash Fill feature helps you enter patterned data rapidly and accurately.

Chart recommendations

In Excel 2013, you'll find chart recommendations that give you a sneak peek into how your data looks in all different types of charts.
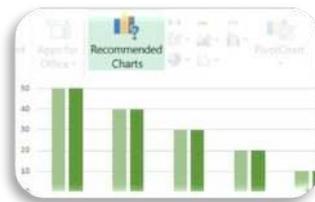
Save and share files online

Now, it's a cinch to collaborate with colleagues, because it's easier than ever to save and share your Excel files online.

Plus…
find out how to:

- animate charts
- design richer data labels
- connect to data feeds like OData, Windows Azure DataMarket, and SharePoint data feeds
- build timelines to show data for different time periods

…and much more.

You'll be so much more productive after just one class…
imagine how skilled you'll be after two classes!

We offer two levels of Excel training in two different one-day programs. Regardless of which program – or how many you attend – we guarantee you'll leave more knowledgeable about using Excel 2013® and more comfortable navigating the application and using the tools it offers to automate daily tasks, analyze data, and support your decision-making process.

Our Guarantee

We stand by the quality and relevance of our training programs. We are certain that our Excel 2013 training courses will give you the knowledge and skills you need to make the Excel application useful to you every day on the job.

These courses – like all of our seminars – are 100% satisfaction guaranteed! If for any reason you are dissatisfied with your training experience, get in touch with us within 30 days of your attendance. We'll arrange for you to receive a refund or attend another one of our seminars at no additional charge.

TYPICAL PROGRAM HOURS AND MATERIALS

- **Classes are typically held from 9 a.m. – 4 p.m., with check-in from 8:30-9 a.m. and lunch (provided) from noon-1 p.m. However, we will customize hours and days offered on request from groups large and small.**

- **Course materials include Microsoft Excel workbook, problem/solution reference on a flash drive, writing materials, lunch, and refreshments.**

- **Participants may bring their own laptops to use in the program as long as they are equipped with an up-to-date version of Microsoft Excel 2013.**

OUR LEAD INSTRUCTOR

Ernest (Ernie) E. Green is the founder of abc Consulting, Inc., and an experienced information technology instructor. In addition to providing training, accounting, and other computer-related services through abc Consulting, he is an adjunct instructor at Guilford College, where he teaches college-level courses in computers and business studies. Ernie earned his B.S. in business management at DePaul University, MBA at Keller Graduate School of Management, and an additional B.S. in computer information systems at High Point University.

Other instructors are seasoned professionals in information technology and business with a passion for helping others learn how to be more effective and efficient using technology.

Register for Excel® Training

Because we believe small group instruction creates a high-quality learning environment, we keep class sizes below 8 people unless otherwise required by our corporate clients. As a result, our seats fill up quickly!

- We offer discounts for multiple sessions or larger groups: let us know if you have any special requests.
- We offer a discount for veterans and seniors.

Call or email today to check our schedule or select a training date:
(336) 706-3710 phone; info@abcconsultinginc.com

Or mail the registration form below to:
abc Consulting, Inc., 2216 W. Meadowview Rd., Suite 105, Greensboro, NC 27407.

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Participant Information

Name: _____Company: _____

Mailing Address: _____City: _____ State: _____ Zip: _____

Work Phone: _(_____)_____Cell: _(_____)_____

Email: _____

Program Fees

March 13-15, 2014	Excel 2013: Level 1 (The Basics)	☐	$99
April 6-9, 2014	Excel 2013: Level 2 (Beyond the Basics)	☐	$99
I am a veteran and/or 65+	-10% discount	☐	- $_____
I am registering for 2 classes	-10% discount	☐	- $_____
Total Due			$ _____

Payment Information

☐ Billing address is the same as above

☐ Bill to:

Name: _____Company: _____

Mailing Address: _____City: _____ State: _____ Zip: _____

Work Phone: _(_____)_____Cell: _(_____)_____

Email: _____

☐ Check enclosed (*payable to abc Consulting, Inc.*)   ☐ I have a tax-exempt # _____
(please attach a copy of your Tax Exempt Certificate)

☐ Please charge my credit card.
   Name on card:_____   Card number: _____

   Expiration date: _____