

*Webinar on*

# **Set Of 7 Webinars To Master And Brush Your Excel Skills**

# Webinar Description

The webinar format is 1-1.5 hours of audio-visual presentation, including a brief Q&A session.

This webinar bundle includes below 7 recorded webinars:

Excel Charts

Excel PivotTables 2016: The Ace Analytical Tool of Excel

Excel Boot Camp: Conditional Formatting and Data Validation, Smart-Art and Chart, Integrate Excel, PowerPoint and Word

Excel - Demystifying Pivot Tables

Excel Savvy: Pivot Tables Part 1

Excel Savvy: Intermediate Pivot Tables

Excel Savvy: What-If Analysis



# Excel Charts

Presented by Dennis Taylor

Creating charts in Excel has long been one of its most popular features. Numerical information can be boring and some of us just don't read and absorb the meaning of such data until we see the information depicted in a chart. You can create an Excel chart with just a few keystrokes or mouse clicks and can easily alter a chart's appearance by changing its type into a line, bar, pie, or column chart as well as numerous other types.

This session shows you quick ways to create charts, explores which chart types work best for different data, gives you tips on when and how to add gridlines, change background colors, adjust scaling, insert titles, insert ClipArt images, insert trendlines, and how to add functionality, and pizzazz to your charts with simple formatting techniques.



# Excel PivotTables 2016: The Ace Analytical Tool of Excel

Presented by Tom Fragale

In this webinar, you will learn how to make all of your raw data and quickly turn that data into easy to use flexible summary reports using Pivot Tables and Charts. We will start with the basics and built up to more complex pivot tables. Many people struggle with how to create Pivot Tables, or maybe they don't even know what they can do, or maybe they think they are too difficult. I'm going to show you what they, how to use them, and that they are not difficult, and they can give you tremendous results. We will then make Pivot Charts, to graphically show the data. Then, we will add sorts, filters, slicers, and timelines to create a very easy-to-use, but very powerful dashboard that can give you instant results, and allow you to slice and dice your data any which way. You and your staff will be instantly more productive in Excel. These techniques will work cross-industry, with any type of data.



# Excel Boot Camp: Conditional Formatting and Data Validation, Smart-Art and Chart, Integrate Excel, PowerPoint and Word

Presented by Cathy Horwitz

Using Conditional Formatting and Data Validation : With Conditional Formatting, we'll show you how massive amounts of data can be analyzed to visually emphasize relationships, find exceptions, and spot trends. Conditional formatting can change the format of cells based on their values in multiple ways including font style, underline style, font color, fill color and more. Data bars can be used to show the value of a cell relative to other cells. Data bars can be modified in multiple ways. Color scales shows data distribution and variation. Shades of color represent high, middle and low values. A variety of color combinations are available. Icon sets allow annotation and classification of data into three to five categories using icons. It is possible to customize icon sets. Create a drop-down list of items in a cell with data validation. This will make data entry easier and reduce input errors and typing mistakes. Invalid data can automatically be highlighted in a worksheet.



# Excel - Demystifying Pivot Tables

Presented by Mike Thomas

Pivot Tables are one of the most powerful tools in Excel's data analysis and Business Intelligence (BI) armoury. With just a few clicks of the mouse (and no complicated formulas!) you can quickly and easily build the reports, dashboards and charts that help you to summarise, analyse, interpret and understand your data which in turn helps you to spot trends and get answers to the important questions on which you base your key business decisions.



# Excel Savvy: Pivot Tables Part 1

Presented by David H. Ringstrom, CPA

After participating in this empowering webcast presented by Excel expert David Ringstrom, CPA, you'll know how to transform data into a pivot table-ready format and instantly create reports by simply dragging and dropping fields with your mouse. David demonstrates how to initiate a pivot table from a list of data, expand and collapse pivot table elements, dig deeper into the numbers, and more. In addition, he points out pivot tables traps and shares tricks to help ensure your reports are accurate. David demonstrates every technique at least twice: first, on a PowerPoint slide with numbered steps, and second, in Excel 2016.



# Excel Savvy: Intermediate Pivot Tables

Presented by David H. Ringstrom, CPA

Excel expert David Ringstrom, CPA, takes you step-by-step beyond the basics of pivot tables in this comprehensive presentation. He explains the PivotTable feature, the PowerPivot feature, the Recommended PivotTables feature, and others. After participating in David's presentation, you'll know how to create self-updating titles for charts and pivot charts, expand and collapse pivot table elements, drill down into numbers with a simple double-click, and more.





# Excel Savvy: What-If Analysis

Presented by David H. Ringstrom, CPA

In this presentation, Excel expert David H. Ringstrom, CPA, draws your attention to the What-If Analysis tools available within Microsoft Excel's Data menu. You'll learn how and when to make use of Excel's Scenario Manager as well as how to use the Data Table feature to compare calculation results based on two or three inputs. David explains how Excel's Goal Seek feature empowers you to perform basic what-if analyses, in effect, solving for a single value.



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