



## Employee Lunch and Learn *Featuring Microsoft Excel*

### Overview

I Get It! Development is offering a series of short courses featuring the Microsoft Office suite, concentrating on MS Excel. These courses are designed to help professionals get the most out of their Microsoft Office applications.

### Available Courses

[Introduction to Subtotals and PivotTables](#)

[Calculating Growth In Excel](#)

[Custom Formatting and Charts](#)

[Named Ranges and Dynamic Charts](#)

[Pain-Free Copy and Paste](#)

### Course Format

The courses can be offered on the customer's premises or online. Each course will be one hour in length with a 45-minute presentation/demonstration section and a 15- minute question and answer session.



## Employee Lunch and Learn Featuring Microsoft Excel

### Calculating Growth in Excel

#### Who needs this:

This course is for professionals who need to look back over a number of periods and figure out how their business is growing.

#### Why you should attend:

Business owners, product managers, and finance professionals frequently need to look back at a stream of revenues and calculate the growth rate. Product line managers look back over unit production from year to year and calculate the increase in production. This course will help you learn to calculate not only period-over-period growth for any series of numbers, but also a variety of techniques for estimating trends in your data. You'll also learn several advanced but easy-to-use features of Excel to help you streamline your work.

#### Techniques illustrated:

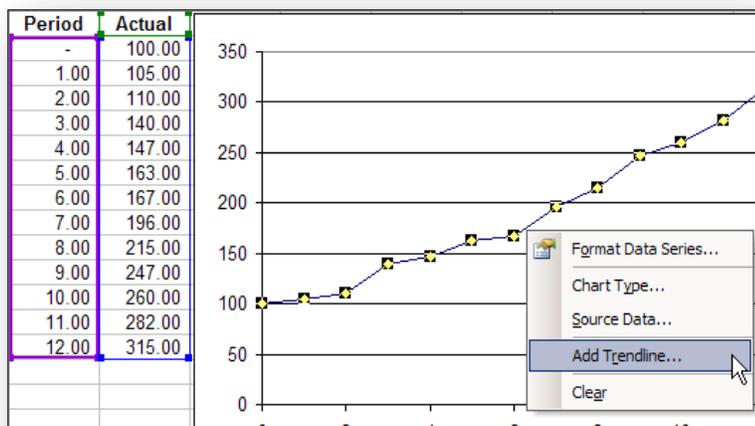
- Named ranges
- Complex formulas
- Predicted, actual and variance columns
- Graphing and trend lines
- Least squares and Goal Seek

**More Info:** [Calculating Growth](#)

#### What you will learn:

This course will cover three separate approaches to calculating growth. The first is with a simple formula that gives a simple answer. The second technique provides a more graphically-oriented solution using Excel charting. Finally we'll look at a simple numerical method -- we will ask Excel to simply try a huge range of growth numbers and determine which one of them is the best. All of these techniques are leverageable for other tasks in Excel.

Figure 2: Calculating Growth





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### Custom Formatting and Charts

#### Who needs this:

Excel is definitely not “What You See Is What You Get”(WYSIWYG). There are a maddening number of ways to visualize the exact same underlying data. If you type numbers in thousands simply by leaving off the last three digits, e.g. (\$547 instead of \$547, 278), you need to attend this class.

#### Why you should attend:

Some functions in Excel actually change data, and some only change how it looks. For instance, January 1<sup>st</sup> can be formatted to display as Q1, or it can actually be changed into the text Q1. This course will give you great familiarity with how (and when) to format data and how (and when) to actually change data. An intimate awareness of what's actually in your spreadsheets will make them much more robust and will cause you fewer mistakes.

#### What you will learn:

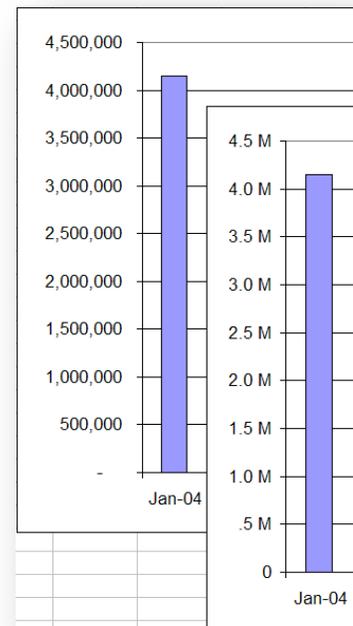
In this class you'll learn how to properly format currency, dates, times, days of the week, scientific notation, etc. You'll learn how to display accounting data in thousands of dollars and millions of dollars without losing information. These custom formats can be used in your charts as well making them cleaner and easier to read.

#### Techniques illustrated:

- Use of custom formats
- Use of TEXT functions
- Tying worksheet formats to chart formats

More Info: [Custom Formatting](#)

Figure 3: Customizing Axis Labels





## Employee Lunch and Learn *Featuring Microsoft Excel*

### Named Ranges and Dynamic Charts

**Who needs this:**

The typical Excel chart is changed constantly. If you manage Excel charts, you must learn the technique of building dynamic charts that update themselves!

**Why you should attend:**

Learning how to make your charts dynamic will save you a great deal of time updating them. But you'll also use the other techniques we learn in this class to streamline the updating of PivotTables, summary formulas, and other reports based on constantly changing data.

**What you will learn:**

You will learn how to use named ranges to define the data source for your charts. You will also learn how to include formulas in the definition of the range so that it, and the charts and PivotTables based on it, will automatically update. You'll also learn how to use some very helpful formulas like OFFSET and COUNTA which can be used in other spreadsheet tasks, not just charting.

**Techniques illustrated:**

- Named ranges
- Some 'exotic' formulas like OFFSET and COUNTA
- The use of formulas inside of a named range (making it dynamic)
- Charting using a dynamic range

**More Info:** [Named Ranges](#), [Dynamic Charts](#)



## Employee Lunch and Learn *Featuring Microsoft Excel*

### Pain-Free Copy and Paste

#### Who needs this:

If you find yourself tearing your hair out simply trying to cleanly paste data from an Excel workbook into another program like PowerPoint or Word, you should attend this class.

#### Why you should attend:

While copying, cutting and pasting seem to be intuitive, there are in fact a number of subtleties that underlie this seemingly simple technique. Microsoft Office gives you the option to paste a document into another document, to paste simple text into another document, or to paste a picture of text into another document. Depending on what you intend to do with the data you're pasting, you'll want to make sure you've pasted the right type of data.

#### What you will learn:

In this course you learn the difference between pasting different types of data out of the clipboard and why they matter. You'll learn how to move your charts out of Excel and into PowerPoint without a background messing up your presentation.

You'll learn what the options are for pasting and why each option is useful.

#### Techniques illustrated:

- Paste special feature (as picture, as object, data validation, values, formulas, etc.)
- Moving charts from Excel into PowerPoint
- Other techniques such as pasting from Excel to Word, Email to Word

Figure 4: A Bad Paste Into PowerPoint

