

## MICROSOFT EXCEL COURSES

Registrant Name: \_\_\_\_\_

Member ID: \_\_\_\_\_

Fax completed form to 301-474-3114

**Attn: Member Services**

**Microsoft** is pleased to give NABA convention attendees the chance to learn from **Professor Wayne Winston author of Excel 2007 Data Analysis and Business Modeling**. Attend one class or all four, the content is different for each class. The first 50 registrants to each class will receive a free copy of Wayne's book, one copy per person. This is a hands-on class so bring your laptop, your business challenges and be ready to learn from this two time Jeopardy champion. Registration will be accepted through May 22, 2009.

Select up to four courses below and fax this form to Member Services at 301-474-3114.

| Check Box                | EXCEL COURSE  |                    |                     |           |
|--------------------------|---|--------------------|---------------------|-----------|
| <input type="checkbox"/> | Basic Excel Functions<br><br><ul style="list-style-type: none"> <li>• Range Names</li> <li>• Auditing Tool</li> <li>• Data Tables</li> <li>• Goal Seek</li> <li>• Circular References</li> <li>• Excel Financial Functions</li> <li>• Lookup functions</li> </ul>                           | Wednesday, June 17 | 8:30 am – 10:00 am  | 1.5 hours |
| <input type="checkbox"/> | Advanced Excel Functions<br><br><ul style="list-style-type: none"> <li>• Match function</li> <li>• Index function</li> <li>• Text Functions</li> <li>• Offset function</li> <li>• Indirect function</li> <li>• Table Feature</li> </ul>   | Wednesday, June 17 | 10:10 am - 11:35 am | 1.5 hours |
| <input type="checkbox"/> | Basic Data Analysis<br><br><ul style="list-style-type: none"> <li>• Conditional formatting</li> <li>• Excel Descriptive Statistical Functions</li> <li>• Basic Excel Pivot Tables</li> <li>• SUMIF, COUNTIF, SUMIFS and COUNTIFS</li> <li>• Data Validation</li> <li>• Subtotals</li> </ul> | Wednesday, June 17 | 2:30 pm - 4:00 pm   | 1.5 hours |
| <input type="checkbox"/> | Advanced Data Analysis<br><br><ul style="list-style-type: none"> <li>• Correlation</li> <li>• Regression</li> <li>• Excel Trend Curve</li> <li>• Data Consolidate</li> <li>• Advanced Pivot tables</li> </ul>   | Wednesday, June 17 | 4:10 pm – 6:00 pm   | 2 hours   |