

# EXCEL In 3 Webinar Sessions



1) The *Beginning* – 2) The *Middle* – 3) *Advanced*

**Attend one! Attend Two! Attend All Three**

## WEBINAR EXCEL SERIES

**WEDNESDAYS in 2010**  
**September 8, 15 & 22**  
9:00 – 10:00 AM CST

**Presented by:**  
Steve Rutledge CCE

**Attendance Fee:**  
\$65 Per Connection for  
each session OR \$165 for  
all three sessions

**Continuing Professional  
Education Units**  
1 CPE Unit

American Society

ASCCP

Credit & Collection Professionals

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A Webinar is a simple, easy-to-use web-based seminar that enables you to attend an educational presentation in the comfort and convenience of your office. At the low cost of one registration (one fee per each phone/internet connection), as many people as you wish in your office can view the Webinar. Easy-to-follow instructions will be sent with your meeting confirmation. TRAIN YOUR ENTIRE STAFF ON EXCEL IN-HOUSE FOR ONE FEE PER CONNECTION!



For more information & to register, contact:  
**WISCONSIN CREDIT ASSOCIATION**  
The Business Credit Management Association  
PO Box 150157  
New Berlin WI 53151  
Phone: 262.827.2880  
Fax: 262.827.2899  
Web: [www.wcacredit.org](http://www.wcacredit.org)

EXCEL – SEPTEMBER 8, 2010 ***The Beginning***: We will cover entering, formatting, and reviewing data. Common error messages will also be reviewed, as will some keyboard shortcuts. Gain an understanding of basic Microsoft Excel functions while learning:

- The basic parts of a MS Excel spreadsheet & how to enter data
- Various formatting options for the data you've entered
- Basic Excel functions and tools—averaging, sorting, filtering
- Error messages and some keyboard shortcuts.

EXCEL – SEPTEMBER 15, 2010 ***The Middle***: We will cover pivot tables, conditional formatting, working with sheets, subtotals, and range names. You will be able to:

- Set up and manipulate a pivot table to better analyze data
- Use conditional formatting to assist in locating data meeting a certain criteria
- Efficiently enter data in and organize worksheets
- Use the subtotal feature, and range names to better organize data & formulas.

EXCEL – SEPTEMBER 22, 2010 ***Advanced***: You will learn to:

- Hide and protect and provide options for data
- Perform basic what-if analysis and have the results displayed
- Use the Data-Lookup function to pull data into a spreadsheet from preset tables
- Use several text & data functions, such as RIGHT, LEFT, MID and CONCATENATE
- Use the Paste-Special function to become more efficient in working with data.

*Each webinar participant will receive the Excel file we work on and develop during the Webinar. That way, you will have for your own reference; all formulas, formats and examples to use for practice and to perfect your work on Excel Spreadsheets.*

**STEVE RUTLEDGE, CCE** has been effectively teaching EXCEL to Webinar participants for several years! He is Corporate Credit Manager for SEEMAC Inc in Carmel, IN and has been active in commercial credit for over 29 years. Steve has served as Vice-President and as President of the Indiana Institute of Credit. He also served as a board member and Chairman of the ACAI board. He earned his CCE designation in 1996. Steve has taught “Basic Financial Accounting” and “Financial Analysis 2”, and has also presented several classes and Webinars for the ACAI and the Indiana Institute of Credit.

## WEBINAR REGISTRATION – EXCEL THREE-SESSION SERIES

9:00–10:00 AM CST: 9/8/2010 BASIC - 9/15/2010 INTERMEDIATE - 9/22/2010 ADVANCED

NAME \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

If you are registering for more than one connection, please duplicate this form.

ATTENDING (Check all that apply): \_\_\_ Sept 8 \_\_\_ Sept 15 \_\_\_ Sept 22

TELEPHONE CALLING INTO WEBINAR FROM: (\_\_\_\_) \_\_\_\_\_

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Method of Payment (\$65 per connection for each session or \$165 for all three):

\_\_\_ Invoice My Company (WCA & BCMA Members Only) \$ \_\_\_\_\_

\_\_\_ Check Enclosed \$ \_\_\_\_\_

\_\_\_ Credit Card (Please contact WCA to provide details)

**NOTE:** Registrations are due no later than 5 working days before the Webinar. Sorry, there is no credit or refund for no shows or cancellations 5 days before Webinar. WCA will provide you with all access information and easy-to-follow instructions for joining the Webinar on time. Please send your registration information to the WCA offices at the address listed on this announcement. Please call 262.827.2880 with any questions