

Master Excel's Full Features

The Basics

- Fundamental Operations of Excel
- Navigating the features of the Excel Application
- Simple Formulas
- Named Ranges in Formulas

Beyond the Basics

- Use the built-in Functions
- Create Relative and Absolute Formulas
- Create Lookup drop-down lists on cells
- Create Conditional Formatting
- Use Filters and Sorts (data mining)
- Apply math on Dates
- ... More as requested

Charting Data

- Link data to Charts
- Customize Chart features
- Creating graphics without Excel Charts
- Activating the Histogram Feature

Pivot Tables

- Structuring Worksheets for Pivot Tables
- Creating Pivot Tables
- Creating Pivot Table Charts

Programming Excel

- Creating Macros to automate actions
- Intro to Visual Basic for Applications (VBA)
- Using Trigger Events to launch code
- Creating User Forms for data input/output
- Using Command Buttons run code
- Exporting Data to Access
- Making Named Ranges Dynamic
- ... More as requested

The Workshop Structure and Process

Each of the workshops is conducted in the computer labs at Temple University Harrisburg, located in Strawberry Square. Each workshop is two hours. The first hour is a structured tutorial and demonstration of various Excel or Access features and applications. Each attendee has their own computer and follows along with "hands on" experience to develop mastery of the topics.

The second hour of each workshop is open for attendees to experiment with the new skills, request assistance on select topics, and consultation on individual projects.

Attendees are encouraged to bring a USB memory stick to save their work. Attendees are also encouraged to bring with them actual applications that they are working on for their agency or personal use. One of the aims of the workshop is that participants will develop a sophisticated application for their agency or personal project.

Workshop size is limited to 30 persons on a first come first serve basis. Early registration can guarantee a seat in the workshops. Call Tia Gilbert at 717-232-6400, or email the instructor at: nazar@temple.edu

Instructor

Dr. Barry Nazar
Assistant Professor
nazar@temple.edu

Both Excel and Access workshops.



Excel Workshop Series



Temple University Harrisburg
234 Strawberry Square
Harrisburg, PA 17101



Six Sessions

Saturdays 10 am—Noon

Jan. 23, 2010	Feb. 13, 2010
Jan. 30, 2010	Feb. 20, 2010
Feb 6, 2010	Feb. 27, 2010

Fees:

\$20 per session, or
\$60 for the full Series

Register:

Call Tia Gilbert 717-232-6400, or
Email: nazar@temple.edu

Class size limited to 30 persons, so register early to guarantee a seat.

Access Workshop Series



Temple University Harrisburg
234 Strawberry Square
Harrisburg, PA 17101



Six Sessions

Saturdays 10 am—Noon

Mar. 27, 2010 Apr. 17, 2010

Apr. 3, 2010 Apr. 24, 2010

Apr. 10, 2010 May 1, 2010

Fees:

\$20 per session, or

\$60 for the full Series

Register:

Call Tia Gilbert 717-232-6400, or

Email: nazar@temple.edu

Class size limited to 30 persons, so register early to guarantee a seat.

Master Access's Full Features

The Basics

- Creating Tables & Defining Variables
- Navigating the features of Access Applications
- Simple Forms
- Simple Reports

Beyond the Basics

- Relational Database Structure
- Creating Sub-forms within Forms
- Creating Command Buttons and Menus
- Building Queries
- Using List Boxes & Combo Boxes
- Linking with Excel Spreadsheets
- ... More as requested

Designing Reports

- Using Queries to Specialize Reports
- Creating Sub-Reports within Reports
- Using Form Parameters to Customize Reports
- Mail Merge and email Listservs

Pivot Tables

- Structuring Queries for Pivot Tables
- Creating Pivot Tables
- Creating Pivot Table Charts

Programming Access

- Creating Macros to automate actions
- Intro to Visual Basic for Applications (VBA)
- Using Trigger Events to launch code
- Building Formulas into Forms
- Using Action Queries to Modify Data
- Exporting Data to Excel or XML files
- Automating Maintenance Routines
- ... More as requested

Mission Statement

The Temple **NEST** was established to be a vehicle for Temple University faculty, staff, and students to apply their skills and learning toward the advancement of community-based non-profit organizations through offering:

- Custom designed training
- Grant writing
- Strategic planning
- Surveys & needs assessments
- Program evaluation
- Evidence-based practices
- Outcome measure design
- Database applications
- Web applications
- Statistical analysis
- Literature search and review
- Special topic symposia
- Online course design

www.templenest.org

Director

David A. Zanis, Ph.D.

Associate Professor

Temple University

