

Two Rivers Chapter



Excel-Formulae/Functions: Basics

Saturday, March 13, 2010

NIU Naperville

1120 E. Diehl Road, Naperville

8:30a.m. Check-in

9:00a.m. –Noon Training Program

This program has been submitted for 3 CAP/CPS Recertification Point and .3 CEU Points

Speaker: Jerry Garner of DCG Technology Learning Center

Program: Excel 2003: Functions and Formulae Basics - This workshop is designed for the more sophisticated user of Excel. You will learn to create formulae and perform calculations involving the following functions: Activities covered include: tracking elapsed time, common math and statistical functions, generating random numbers (RAND), the IF function, using multiple look up tables, creating drop-down lists with data validation (MATCH and INDEX), looking up values in a two-dimensional table, using array formulae, matching value in ranges, tagging duplicate entries, extracting unique/common values, working with SUM and AVERAGE with multiple conditions, look at DSUM, DAVERAGE, DMIN, DMAX, DCOUNT, DCOUNTA, DGET and SUBTOTAL, work on standard deviation (STDEV, STDEVP, and MEDIAN, PERCENTILE, PERCENTRANK, RANK), and top off the day with trapping and tracing errors.

Please RSVP by March 10, 2010

RESERVATIONS WILL NOT BE CONFIRMED UNTIL RSVP IS RECEIVED.

Reservations received after March 10, will not be honored.

Cancellations are required 48 hours in advance of the event. Late cancellations and no shows will be billed a fee by the chapter. All no show/late cancellation fees must be paid prior to the next TRC event or meeting.

Please RSVP the following information to: Audrey Priorello -- aupriorello@downers.us or send bottom portion to:
Audrey Priorello, Downers Grove Police Department, 825 Burlington Avenue, Downers Grove, IL 60515

✂ Cut here and return bottom portion

TRC Excel Computer Class, Saturday, March 13, 2010

- Yes, I will attend the computer class.
- Two Rivers Chapter Member (FREE)
- Non-member (\$15)



Name: (please print) _____

Email: _____ Work Home

Phone Number: _____ Work Home