

BECOMING AN EXCEL POWER USER

MONDAY'S 15, 22 & 29 MARCH

EVERY DAY USERS SPEND HOURS DOING OR MASTERING WHAT COULD BE DONE IN MINUTES OR EVEN SECONDS.

This is definitely **not** the standard Excel course but is one **developed specifically for the API** by the leading Excel valuation & property specialist. It's all about quickly increasing power & productivity of valuers, property professionals **& their support staff**. You need not spend years becoming proficient & you don't have to master advanced Excel formulas & maths to achieve what you want.

The course spread over three weeks aimed at taking valuer & property specialists & / or their support staff up to **Power User** level. A two day follow on course is aimed specifically at valuers with the objective removing the maths & complexities of the processes.

The course follows the successful mode of a 3 days spread over a three week period to allow participants time to absorb, use, & develop their skills in their own time or in a workplace environment.

WHO IS IT AIMED AT?

Valuers & property or finance specialists. Special attention given to the specific skills needed in this industry. Extending & speeding up existing skills plus special coverage of developing simple applications that others in the office can use. The 2 day extension program concentrates on valuation, analysis & feasibility requirements of valuers & acts as a powerful introductory level feeding into the DCF CPD courses run by the API.

General office support staff of valuers & property or finance specialists, who have the need to use Excel daily. Here we aim to not only extend their abilities but also to make it easier to fulfil existing tasks a lot faster & with error checking built in.

ASSUMED ENTRY LEVEL SKILL?

None! But even regular users, from the very first session will benefit from the bottom up development of Power User skills. Beginners will pick up in the first session skills in setting Excel to work for them that most regular users are unaware of. Beginners & novices will also gain the advantage of using powerful tools especially developed by the presenter to put complex techniques into the hands of ordinary users.

Venue: API Training Room

Level 3, 60 York St, Sydney

Reception Open: 8.30am

Member Registration: \$850.00 (GST Inc)

CPD Points: 18

OFT Points: 36 Learning Cat. 2 Topic 10

Time: 9.00am – 5.00pm daily

Non Member Registration: \$1150.00 (GST Inc)

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LEARNING OUTCOMES

- attendees will understand & be able to use:

- Principles of spreadsheets
- Setting up Excel for Power Use
 - Establishing key options & settings
- Referencing cells, sheets, other workbooks
- Naming cells and ranges; Why? How?
- Writing simple formulas
- Functions:
 - What? Why? When? How?
 - Essential Functions
 - Complete Function reference and guide
 - What functions to avoid and why?
 - Nesting functions – What? Why? How?
 - What can't you do with functions.
 - How can do you do it?
- Developing what if formulas:
 - The IF function without tears
 - Building logical formulas made easy.
 - AND, OR, Implied IF
- Building complex formulas made easy.
- Avoiding complex formulas!
- Dates
 - Guide to entry and interpretation
 - Date manipulation and date maths
 - Date functions
 - Week numbering
 - Essential formulas
 - Setting up schedules of dates
- Time
 - Authoritative guide
 - Time manipulation and time maths
 - Setting up time sheets
- Formatting your spreadsheets
 - Conditional formatting?
 - How? When? Best practice!
 - What to format? When? Why?
 - Format options.
 - Accessing and developing.
- Protection and security
 - Principles and application
 - Breaking protection secrets
- Data sorting.
- Extracting and extending your data
 - Cleaning "dirty" data made easy
 - Name and text manipulation made easy
 - Getting the most out of data made easy
 - Filtering – making it easy
- Emailing of all or part with or without formulas
- Copying to other Office applications
- Printing tips
- Essential filing and naming approaches
- Help!
 - Getting help when you need it.
 - Where to go. Now!
 - Trouble shooting.
 - Problem solving.
 - The essential library.
 - The complete library of references
- Tips and tricks
- The presenter's power toolbox
 - SendMail
 - GoogleSearch
 - DataRefiner
 - EasyFilter

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How did you find about this CPD Event?

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> API Member | <input type="checkbox"/> Colleague | <input type="checkbox"/> API NSW Website |
| <input type="checkbox"/> CPD Brochure | <input type="checkbox"/> Members Email | <input type="checkbox"/> Other: Please specify |

Please tick the category in which your principal work is undertaken (Tick only ONE box)

- | | | |
|--|--|--|
| <input type="checkbox"/> Valuation | <input type="checkbox"/> Sales & Leasing Negotiation | <input type="checkbox"/> Property & Facilities Mgt |
| <input type="checkbox"/> Property Law | <input type="checkbox"/> Property Consultancy | <input type="checkbox"/> Property Research |
| <input type="checkbox"/> Property Educaton | <input type="checkbox"/> Property Development | <input type="checkbox"/> Plant & Machinery Valuation |
| <input type="checkbox"/> Property Financial (Includes asset, Portfoilo Management, Invest. & Property dealing) | | |

Registration Details

- API Member \$850.00 Non-Member \$1150.00
- Please tick for email confirmation (confirmation will only be forwarded if email address is provided)
- I wish to have my name printed on delegate list for distribution to other delegates at the event.

Name: _____

Company: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

OFT Property Stock & Business Agents Act CPD: for recognition please complete

Licence Number: _____ Certificate Number: _____

Payment Details / Registration Fees: ▪ API Member: \$850.00 ▪ Non-Member: \$1150.00

MasterCard VISA AMEX Cheque (Payable to 'API') Amount: _____

Card Number: _____ / _____ / _____ / _____ Expiry Date: _____

Cardholder's Name: _____ Cardholder's Signature: _____

Substitutions of participants may be made at any time without additional cost. No refund will be made for cancellations received less than 7 days prior to the event date. **Cancellation of a registration must be received in writing.**

Only individual members of the API will be charged the Member rate.

I have read and commit to API's Conditions of Registration above and assume liability for payment of the above registration/s (Registrations will not proceed unless below section is completed)

Signature: _____ Name (Print clearly): _____ Position: _____

Please return completed registration with payment to Fax (02) 9299 1490 OR register online at www.nsw.api.org.au

This form constitutes a Tax Invoice for the purposes of billing. You should retain a copy for your records. All prices are GST Inclusive.